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ABSTRACT

This bibliography lists training programs and training materials, both print and audiovisual, related to aging irrespective of the source of language used. Materials emanate from Australia, Canada, Chile, Israel, New Zealand, Norway, the former Soviet Union, Thailand, the United Kingdom, and the United States as well as from several international organizations: the International Labor Organization, HelpAge International, and the International Federation on Ageing. The volume is organized into 11 sections according to subject matter: general training, community services, health, caregiving, institutional care, intergenerational programs, voluntarism, religion, employment, life course planning/retirement planning, and women. In a number of cases, a training program could have fit under more than one subject category, but it is placed in what was felt to be the most appropriate category with cross-references provided. The bulk of the volume is devoted to the description of training programs that are listed alphabetically within each section or subsection. Programs using only written materials precede programs incorporating audiovisual components, which are listed separately as "Audiovisuals." References to other resources, such as books and organizations, are found at the end of a section or subsection under the heading "Resources." Each entry consists of title, source, and annotation. (YLB)

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TRAINING MATERIALS IN AGING:

AN ANNOTATED INTERNATIONAL BIBLIOGRAPHY

compiled by
Toby Brookes

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and the
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INTRODUCTION

Background and Purpose

The rapid growth of the world's elderly population has outpaced not only policies and programs to meet their needs, but the availability of quality training materials directed to both those working with older persons in a variety of settings and to elderly individuals themselves. This scarcity is, not surprisingly, most acute in developing nations, but it can also be found in more developed nations. A survey conducted among the member organizations of the International Federation on Ageing (IFA) uncovered a need for good training materials, particularly, in the areas of health promotion, caregiving, intergenerational programs, and retirement planning.

To some extent, the scarcity of training materials can be attributed to the nature of the medium. Training materials are hard to identify, often ephemeral, only partially recorded in writing, or not recorded at all. They may be developed only for application to a local situation and to a specific time period. And once a trainer leaves, the training materials may fall into disuse.

Yet there is no question that many excellent training materials exist which may, in some cases, be adapted to the specific situation of practitioners or older persons not only elsewhere in the same country, but in other countries as well. Our respondents in developing countries assured us that we were not being presumptuous in thinking that programs developed for use in the more industrialized world would still receive a welcome examination by their program planners. Even if a training program was no longer in use, it might still serve as a model for others grappling with similar issues because its structure and approach could still serve as a source of inspiration.

With this belief, IFA set about trying to identify quality training materials, both print and audio-visual, related to aging irrespective of the source or language utilized. The purpose was to share this information with those around the world interested in training issues in order to encourage the improvement of existing programs or the initiation of new ones.

In compiling this listing of programs and resources, we are assuming cultural sensitivity, flexibility and local input as essential ingredients to their adaptation.

The materials in this volume emanate from Australia, Canada, Chile, Israel, New Zealand, Norway, the former Soviet Union, Thailand, the United Kingdom and the United States, as well as from several international organizations: the International Labour Organisation, HelpAge International, and the IFA.

Materials from the United States dominate. The reasons for this are twofold: 1) Given the size of the U.S. and its level of development, more training materials have been

developed here; and 2) contacts with key players in other countries may be less developed. We hope that the publication of this volume will encourage users to let us know about additional training materials available elsewhere.

We also welcome your comments on the usefulness of this resource with regard to content and format, and would like to hear about your experience utilizing or adapting any of the training materials identified. This information would be extremely valuable to us in updating the volume in the future to make it more relevant to your needs.

Methodology

A wide variety of individuals and groups around the world were consulted in the process of identifying quality training materials that were minimally culture specific. These included the IFA membership in both developed and developing countries, the HelpAge International network of organizations active in developing countries, and international experts, practitioners, and educators in the aging field.

Training was defined as instruction which will achieve the acquisition of a new skill, insight or behavior through structured programs, usually involving a trainer/instructor and student/participant.

Once such materials were identified, we either reviewed them ourselves or relied on expert testimony as to their effectiveness and potential for cross-national adaptation. Most of the programs listed were clearly prepared with a particular national or local audience in mind. As such, they may incorporate some content not relevant to audiences outside of that country. However, in all cases, components of each program were considered relevant or of value to the experience of others. In addition, the structure and approaches used in a program were considered to have relevance for other program developers.

We hope you find this volume a useful resource.

Charlotte Nusberg
Secretary-General
International Federation on Ageing

HOW TO USE THIS BIBLIOGRAPHY

Structure

This volume is organized into eleven sections according to subject matter, each individually paginated. Thus, 2-4 would indicate Section 2, page 4.

In a number of cases, a training program could well have fit under more than one subject category. Rather than repeat an entry, we made our choice as to the most appropriate category, but also provided cross-references.

Content

The bulk of this volume is, of course, devoted to the description of training programs we have identified. Programs are simply listed alphabetically within each section or sub-section. Programs utilizing only written materials precede programs incorporating audio-visual components. These are listed separately as "Audio-Visuals". We have also sometimes included references to other resources, such as books and organizations. These can be found at the end of a section or sub-section under the heading "Resources".

Language

All materials are in English unless otherwise indicated.

Spanish language materials can be found on pp. 4, 11, 12, 20, 25.

Russian language materials can be found on pp. 2, 8, 9, 10, 11.

French language materials can be found on pp. 4, 9, 12.

Italian language material can be found on p. 4.

German language material can be found on p. 12.

Norwegian language material can be found on p. 41.

Hebrew language material can be found on pp. 23.

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Section I
GENERAL TRAINING

A. FOR SERVICE PROVIDERS

CURRICULUM GUIDE AND TRAINING MANUAL: AN EDUCATIONAL PROGRAM GUIDE FOR PROFESSIONALS SERVING ELDERLY ADULTS IN COMMUNITY HEALTH CENTERS AND HOSPITAL CLINIC SETTINGS. *Institute on Aging, School of Medicine, Temple University, Philadelphia, Pennsylvania, 1989, 178 pp, US$20.* Available from: *Resource Center, Institute on Aging, Temple University School of Medicine, 1601 N. Broad Street, Philadelphia, PA 19122, U.S.A. Tel: (215) 787-3208, Fax: (215) 787-6733.*

This manual is intended to be an educational guide and source book for professionals responsible for staff development, in-service training or continuing education. It is anticipated that professionals, responsible for the education of others who provide care and services for elderly people, will find this curriculum guide useful in developing and presenting educational programs. Geared for the instruction of a diverse population, the content is maintained at an understandable level. Instructions on the use of the manual also address the probability that the coordinators and presenters will differ in background and teaching experiences.

SENSITIZING PEOPLE TO THE PROCESSES OF AGING: THE IN-SERVICE EDUCATOR'S GUIDE *(2nd ed.). H. Shore, M. Ernst and S. Nix, Denton, Texas: Center for Studies in Aging, University of North Texas, 1988, 132 pp, US$10 plus $2 shipping.* Available from: *University of North Texas, Center for Studies in Aging Resources, P.O. Box 13438, Denton, TX 76203-3438, U.S.A. Tel.: (817) 565-2765, Fax: (817) 565-4370.*

This publication provides guidance in organizing and conducting training programs for persons who are working or will work with the elderly but who have little or no formal training in gerontology. Included are suggestions for simulating sensory loss as a training technique, other training resources, and an extensive bibliography.

STANDARDS AND GUIDELINES FOR GERONTOLOGY PROGRAMS. *Second Edition, Association for Gerontology in Higher Education, Washington, D.C., 1990, 29 pp, US$20.* Available from: *Association for Gerontology in Higher Education, 1001 Connecticut Ave., NW, Suite 410, Washington, DC 20036-5504, U.S.A. Tel: (202) 429-9277, Fax: (202) 429-6097.*

This document presents a set of standards and guidelines for the development of gerontology instruction in institutions of higher education. The criteria were derived from studies of gerontology programs throughout the U.S. and from the individual and collective experiences and judgement of the Association for Gerontology in Higher Education Standards Committee.

The document provides a set of recommendations for gerontology program development that apply to any program, regardless of academic level or type of credential awarded. The document also contains specific curriculum and policy recommendations for programs that offer: 1) associate degree or certificate, 2) a bachelor's degree, 3) a bachelor's certificate or minor, 4) a bachelor's continuing education certificate, 5) a master's degree, 6) a graduate certificate, and 7) a doctoral degree.

URBANIZATION AND THE THIRD AGE. *L.M. Barmashina, N.V. Verzhikovskaya; Budivelnik, Kiev, Ukraine, 1990, 112 pp, 35 kopecs. In Russian only.*

This material for practitioners deals with health promotion, caregiving and housing. The existing types of housing for the elderly in the former USSR and abroad are analyzed. New approaches to solving the housing problems related to the needs of people of the "Third Age" who live in big towns are discussed.

Audio-Visuals

THE AGEING PROCESS TRAINING PACK . *Ursula Craig, HelpAge International, London, 1992, a videotape in VHS/PAL format, 20 mins., £20 plus postage.* Available from: *HelpAge International, 302/157 Taveemitr Soi 8, Rama 9 Road, Bangkok 10310, Thailand. Tel.: (66-2) 247-7488, Fax: (66-2) 247-7488. Also available in Thai language, price: Baht 750.*

This training pack, consisting of a videotape, trainer's manual and trainee's handbook, looks at the physical, mental and spiritual aspects of the aging process. Teachers of health professionals and lay carers will find this pack of particular value. It is recommended for developing countries in particular.

The video was filmed at a home for elderly people run by the Department of Public Welfare in Thailand. It instructs the viewer how to recognize normal and abnormal signs of aging and how best to care for elderly people. The manual includes role playing and learning exercises, evaluation tests, lecture notes and humorous illustrations. The handbook serves mainly as an aide to support learning sessions.

THE SIXTH SENSE. *National Council on the Aging, Inc., 1985, US$50 for total package which includes a video in VHS/NTSC format, 27 mins.* Available from: *The National Council on the Aging, Inc., Department 5087, Washington, DC 20061-5087, U.S.A. Tel.: (202) 479-1200, Fax: (202) 479-0735.*

This is a training program about sensory changes in the elderly that offers practical measures for adjusting physical and human environments to accommodate these changes. The program includes: a full color videotape, a learning guide with advice on preparing and conducting the program, take-home literature, posters, and brochures.

B. FOR OLDER PERSONS

TRAINING TECHNIQUES AND WORKSHOPS FOR OLDER PEOPLE.

Combined Pensioners Association of New South Wales, Inc., 1989, 141 pp, AS20. Available from: *Combined Pensioners Association of New South Wales, Inc., Suite 405, Sussex St. Haymarket, Sydney 2000, Australia. Tel.: (02) 281-1811, Fax: (02) 281-5958.*

This manual is divided into two parts. Part I: "Pathways to Action" program is aimed at enhancing self-confidence and developing the communication and advocacy skills of low income older persons. Part II: Outlines additional workshop designs for specific topics of interest to older people.

Section II
COMMUNITY SERVICES

A. PLANNING SERVICES

AN AGEING POPULATION: FOCUS ON DAY CENTRES. *Age Concern England, 1984, 48 pp English, US$1.* Available from: *Age Concern England, Astral House, 1268 London Road, London SW 16 4ER, England, Tel.: 44 81 679-8000 and Fax: 44 81 679-6069. Also available in French, Spanish, and Italian.*

A guide to establishing day centers for the elderly, this manual is particularly appropriate for developing countries. It describes services typically available in these centers and profiles five successful centers in Latin America and Asia.

TOWARD PLANNING FOR THE AGING IN LOCAL COMMUNITIES: AN INTERNATIONAL PERSPECTIVE. *Arthur Dunham, Charlotte Nusberg and Sujata Basu Sengupta, International Federation on Ageing, 1978, 49 pp, US$4.* Available from: *International Federation on Ageing, 601 E Street, NW, Washington, DC 20049, USA. Tel.: (202) 434-2425, Fax: (202) 434-6458.*

This handbook offers basic information to help communities around the world start or improve social services for older persons.

WORKING WITH ELDERLY PEOPLE: GUIDE TO SETTING UP COMMUNITY SERVICES FOR ELDERLY PEOPLE, *Sandra Watts, HelpAge International, 1990, 41 pp, free of charge to organizations in developing countries, £4 for other countries.* Available from: *HelpAge International, St. James's Walk, London EC1R OBE, England. Tel.: 44 81 125 3023.*

This manual is designed as a practical tool for anyone who hopes to run a project in the community to benefit older people in need. Checklists are provided as guidelines to help assess the resources needed for a project and to plan the structure of the scheme. Suitable for developing countries.

B. HOME CARE

HOME HEALTH AIDE TRAINING MANUAL. *Brookdale Center on Aging, New York, US$24.95.* Available from: *Brookdale Center on Aging, 425 East 25th Street, New York, NY 10010, U.S.A. Tel.: 1-800-647-8233, Fax: (212) 481-5069.*

This manual presents instructional objectives, suggested activities, background materials and handouts for training home health aides to work with the frail elderly. Topics covered include understanding confusion in the client, memory loss and paranoia, intercultural dynamics, verbal and physical abusiveness, encouraging independence and mastery, reminisence and storytelling, depression and dependency. (In English and Spanish)

A MODEL CURRICULUM AND TEACHING GUIDE FOR THE INSTRUCTION OF THE HOMEMAKER-HOME AIDE *(Revised Edition, 1990). Foundation for Hospice and Homecare, 550 pp, US$85.* Available from: *Foundation for Hospice and Homecare, 519 C Street, NE, Washington, DC 20002-5809, U.S.A. Tel.: (202) 547-6586, Fax: (202) 546-8968.*

Designed to be taught in 75 hours (60 hours of classroom and laboratory instruction, with 15 hours of field practice), the curriculum has five sections: Orientation to Homemaker-Home Aide Services, Understanding and Working with Various Client Populations, Practical Knowledge and Skills in Home Management, Practical Knowledge and Skills in Personal Care, and The Practicum. Although not specifically targeted to the elderly, this guide may certainly be applied to this sector of the population.

C. HOUSING

MORE THAN A PLACE TO LIVE: A TRAINING MANUAL FOR MANAGERS OF HOUSING OF THE ELDERLY. *D. Perry, J. Kurland and H. Citron, Jewish Family Services, 1987, 233 pp, US$35.* Available from: *Jewish Family Services, 5750 Park Heights Avenue, Baltimore, MD 21215, U.S.A. Tel.: (410) 466-9200, Fax: (410) 466-0531.*

This training program was developed in recognition of the important role that the building manager of housing for elderly persons plays in determining resident satisfaction. Areas covered include information on aging, communication skills, and normal and problematic changes that older people experience. The six two-hour sessions aim to promote better understanding by managers of their residents and of themselves.

D. SAFETY

1. Home Safety

FIRECARE. *Fire Service Academy of Nassau County, New York and the Pennsylvania Office of Fire Safety Services, 1985, 35 pp, free of charge.* Available from: *The Tobacco Institute, 1875 I Street, NW, Suite 800, Washington, DC 20006, Tel.: (202) 457-4800, Fax: (202) 457-9350.*

FIRECARE is a fire prevention and home safety education program designed for senior citizens. The program includes detailed suggestions to effectively promote the program locally, a guide for conducting workshops for senior citizens, a recommended workshop schedule, background information, and a list of workshop activities for each unit. The target audience need not be literate.

Audio-Visuals

FALLS AND FIRES: SAFETY IN THE HOME. *American Association of Retired Persons (AARP) and the National Safety Council, 1986, 36 pp, US$26.50 - a videotape program kit in VHS/NTSC format is also available for US$20.* Available from: *American Association of Retired Persons, AARP A/V Programs, Program Resources Dept. (B4), P.O. Box 51040, Station R, Washington, D.C. 20091, U.S.A.*

This is an easily implemented program which deals with simple precautions to be taken to avoid many serious injuries. The program is presented in a single session whose length is adaptable to individual needs.

2. Self-Protection/Elder Abuse Prevention

THE SELF PROTECTION TRAINERS MANUAL. *Bronilyn Smith, Tasmanian Health Department, 1991, 56pp, Australia $9.95 plus postage.* Available from: *Defence Dynamics P/L, G.P.O. Box 121B, Hobart, Tasmania, Australia 7018, Tel.: 002 441 555, Fax: 002 446 992.*

This manual outlines a program for training older persons, individuals with limited mobility, and other physically vulnerable populations in strategies for self protection.

TOWARD THE PREVENTION OF ABUSE: A GROUP SELF-INSTRUCTIONAL TRAINING COURSE. *American Association of Retired Persons, 1991, 36pp, free of charge.* Available from: *AARP, Criminal Justice Services, 601 E Street NW, Washington, DC 20049, U.S.A. Tel.: (202) 434-2277, Fax: (202) 434-6474.*

This is a course which trains older persons in the prevention of abusive behavior, including mistreatment, neglect, exploitation, or abandonment. A facilitator guides participants through the training within one day using a technique which allows participants to be both teachers and learners. Materials include the course content and a facilitator's guide. The course can be used for training service providers and professionals in aging services.

UNDERSTANDING ELDER ABUSE: A TRAINING MANUAL FOR HELPING PROFESSIONALS. *Simon Biggs and Chris Phillipson, 175 pp, £75.* Available from: *Longman Group UK Ltd, Westgate House, The High, Harlow, Essex, CM20 1YR, England.*

This ringbound training packet aims to help users identify and confront the abuse and neglect of older people. The manual includes notes for facilitators, questions for discussion, and exercises for students.

E. RECREATION

PROFESSIONAL PREPARATION IN GERONTOLOGY THERAPEUTIC RECREATION: CURRICULUM GUIDE. *Barbara A. Hawkins and Susan J. Eklund, Indiana University Center on Aging and Aged, 1990, 43 pp, free of charge.* Available from: *Director, Indiana University Center on Aging and Aged, 910 State Road 46 Bypass, Bloomington, IN 47408, U.S.A. Tel.: (812) 855-0815, Fax: (812) 855-8545.*

This guide demonstrates one model for achieving dual preparation in gerontology and therapeutic recreation. This specialized professional education is intended to enhance the delivery of appropriate and needed services to elders in community, institutional and in-home settings.

Section III
HEALTH

A. HEALTH PROMOTION

AGE WELL PLANNING AND IDEAS PACK. *Age Well, 1988, free of charge.* Available from: *Age Well Campaign Unit, c/o Age Concern England, Astral House, 1268 London Road, London SW16 4EJ, England. Tel.: (081) 679-8000, Fax: (081) 679-6069.*

This pack has been produced as one of the support materials for the Age Well Campaign. Age Well is a nationwide campaign funded by the Health Education Authority in collaboration with Age Concern England. The purpose of this pack is to provide guidelines, ideas and sources of information to people who are interested in planning and developing health promotion activities with older people. Age Well encourages older people to play an important role in planning and running health promotion activities for themselves. This pack is therefore intended for them, together with the many different professionals, voluntary workers and informal caregivers involved with them in promoting health in old age.

GROWING OLD WITH HEALTH AND WISDOM. *New Mexico State Agency on Aging, 1992, 60 pp, free of charge.* Available from: *Director, New Mexico State Agency on Aging, 224 East Palace Avenue, Fourth Floor Santa Fe, NM 87501, U.S.A., Tel: (505) 827-7640, FAX: (505) 827-7649.*

This project educates older persons to take a more active and effective role in managing their health care and lifestyles. The program has three parts: (1) a self-care curriculum, (2) a mental health curriculum and, (3) rural, geriatric self-care clinics.

GROWING YOUNGER. *Healthwise, Inc. Handbook: US$10 plus $2.50 shipping/handling. Training workshops for course leaders: $200 per participant.* Available from: *Director, Community Health Promotion, Healthwise, Inc., P.O. Box 1989, Boise, ID 83701, U.S.A. Tel: (208) 345-1161, FAX: (208) 345-1897.*

GROWING YOUNGER is a program that deals with the physical health of older persons and is comprised of four two-hour workshops on physical fitness, nutrition, and medical self-care. (See also GROWING WISER under mental health in this section.)

The following program has been chosen by the National Eldercare Institute on Health Promotion, housed at the American Association of Retired Persons (AARP), as a national model. Variations of this program can be found throughout the U.S.

STAYING HEALTHY AFTER FIFTY. *AARP and the American Red Cross. Participant's manuals US$13; instructor's manual US$15.* Available from: *Health Advocacy Services, American Association of Retired Persons, 601 E Street, N.W., Washington, D.C. 20049, U.S.A. Tel.: (202) 434-2277, Fax: (202)434-6474.*

This program, co-sponsored by AARP and the American Red Cross, is a health promotion program designed for older adults, and stresses individual responsibility for personal health by teaching self-care skills and providing health information. The ten sessions cover three content areas: clinical medicine, lifestyles, and social sciences. This is a very comprehensive program and requires a great deal of organization of community resources.

B. HEALTH CARE

ADDING HEALTH TO YEARS: A BASIC HANDBOOK ON OLDER PEOPLE'S HEALTH. *G. Garrett, edited by K. Payne, HelpAge International, 1993, 160 pp, £2.50 or US$5 (for developing countries) and £7.95 or US$16 (for industrialized countries).* Available from: *HelpAge International, St. James Walk, London EC1R OBE, UK.*

The first of its kind, this handbook supports the training and information needs of health care workers assisting the elderly at the community level in developing countries. Basic care and treatment of ailments commonly encountered in the older population are discussed and accompanied by easy-to-follow instructional illustrations.

AGING, ACTIVE LONGEVITY AND DRUGS. *V.I. Zapadnjuk, Zdorovjya, Kiev, Ukraine, 1987, 80 pp, 15 kop.* Available from: *Institute of Gerontology, Krasikova Street 30, 117418 Moscow, Russia. In Russian only.*

Physiological and premature aging are described. Measures to be taken for the prevention of premature aging are discussed. In addition, the adverse effects of drugs commonly used by the elderly are analyzed and recommendations for maintaining good health in old age are given.

BEST FOOT FORWARD. *The National Council on Aging and the American Podiatric Medical Association, 1989, 60 pp, free of charge.* Available from: *American Podiatric Medical Association, 9312 Old Georgetown Road, Bethesda, MD 20814, U.S.A. Tel: (301) 571-9200, Fax.: (301) 530-2752.*

This is a consumer education program about foot care developed principally for use with older adults in senior centers and other settings in which health education/health promotion programs for older adults are conducted. It is recommended that a podiatrist serve as a discussion leader or as a consultant.

CHOOSING WELLNESS. *Ministry of Health, Province of British Columbia, Family Health Division, 1988, 89 pp, free of charge.* Available from: *Office of Health Promotion, Ministry of Health, 1515 Bunshard Street, Victoria, B.C., V8W 3C8, Canada, Tel.: (604) 387-2257, Fax: (604) 387-6643.*

This program identifies strategies for starting a community health promotion effort. There are two interdependent components to the program, a personal health emphasis and a process for establishing a community support system which will provide a supportive context for healthy aging. The curriculum content includes self-care, stress management, nutrition, community skills, peer support and many more subjects. This program is naturally adaptable to the needs of specific communities.

FOR ACTIVE LONGEVITY. *N.V. Verzhikovskaya, Zdorovja, Kiev, Ukraine. 1984, 32 pp, 5 kopecs.* Available from: *Institute of Gerontology, Krasikova Street 30, II7418 Moscow, Russia. In Russian only.*

This publication describes some prophylactic measures aimed to improve health and attain an active longevity. The issues of organizing a rational diet, a work regime and leisure time are dealt with.

FULLY ALIVE. *J. Schnell, Alberta Council on Aging, 1985, Canadian $16 for participant's manual.* Available from: *Fully Alive Program, Alberta Council on Aging, 10506 Jasper Avenue, Edmonton, Alberta T5J 2W9, Canada. Tel.: (403) 423-7781.*

This is a health promotion program using the process of small group discussion led by "peer educators," volunteer lay persons, specially selected and trained. Topics include stress management, nutrition, physical fitness, and personal and community self-help.

HEALTH EDUCATION AND PROMOTION AMONG OLDER PEOPLE. *Age Well, 1988, 17 pp, free of charge.* Available from: *Age Well Campaign Unit, c/o Age Concern England, Astral House, 1268 London Road, London SW16 4EJ, England, Tel.: (081) 679-8000, Fax: (081) 679-6069.*

This booklet contains guidelines for planning health promotion and health education programs for older people and their caregivers. Its purpose is to stimulate discussion and action among health and social service providers, policy makers, voluntary groups, and older people themselves.

HEALTHY LIVING KIT FOR SENIORS. *ParticipACTION, Canada, 1992, first copy free.* Available from: *ParticipACTION, P.O. Box 64, 40 Dundas Street West, Toronto, Ontario M5G 2C2. Tel.: (416) 977-7467, Fax: (416) 977-9953. French version (Trousse-santé à l'intention des personnes Agées) available from: ParticipACTION, 5633, avenue Monkland, Bureau 200, Montreal, Quebec H4A 1E2, Canada. Tel.: (514) 485-1554, Fax: (514) 481-3411. Available in French and English.*

Designed for use by professionals interested in health issues affecting those over 65, the kit is a rich source of practical information for classroom instruction and individual consultations. In addition to background information targeted at professionals, the kit contains two camera-ready articles on each topic covered that can be duplicated and distributed.

HEALTHY OLDER PEOPLE. *A program sponsored by the US Department of Health and Human Services, 1989, US$2 plus postage.* Available from: *Office of Disease Prevention and Health Promotion, Healthy Older People Program, Mary E. Switzer Building, 330 C Street SW, Washington, DC 20201, U.S.A. Tel.: (202) 205-8611 or (301) 565-4167, Fax: (301) 565-5112.*

This program is the result of a partnership among federal, state and local governments, professional organizations, voluntary groups, businesses, and the media. It includes consumer education, professional education and technical assistance and is designed to stimulate the growth of health promotion programs addressing the special needs of older people. This program can serve as a model for intergovernmental and intersectorial cooperation in health promotion for the elderly.

HOPTIONS. *Hoptions Committee and Mary-Ellen Mullane, 1992, (Price to be determined).* Available from: *Western Sydney Area Health Promotion Unit, 13 New Street, North Parramatta 2151. N.S.W. Australia. Tel.:(02) 890-6000.*

This health education program is geared to older persons and to those who work with them. It is designed as an access program through which older people can explore options and choices for healthier living. Hoptions consists of six core modules. Through a mix of communication skills development and practical problem solving, participants are encouraged to embrace independent living and self-determination.

LONGEVITY AND PHYSICAL CULTURE. *P.I. Gotovtsev, Fizkultura i Sport, Moscow, Russia, 1985, 96 pp, 40 kop.* Available from: *Institute of Gerontology, Krasikova Street 30, II7418 Moscow, Russia. In Russian only.*

The aging process and age-related changes of the body are described in this publication directed to older persons. The use of exercise as a means to prevent premature aging is stressed.

MEMORY IMPROVEMENT PROGRAMS FOR OLDER ADULTS. *Janet Fogler and Lynn Stern, University of Michigan Medical Center Turner Geriatric Services, 1987, $US20.* Available from: *Turner Geriatric Services, University of Michigan Medical Center, 1010 Wall Street, Ann Arbor, MI 48109, U.S.A. Tel.: (313) 764-2556, FAX: (313) 936-4120.*

This program is targeted at older people with moderate, but not severe, memory problems who are interested in memory improvement. The format is a three-session memory course, with each session running for two hours. The program has been successfully replicated throughout the U.S.

NUTRITION FOR SENIORS MINI-LESSON KIT. *Audrey C. Burkart, R.D., and Lois Aronson, New Brunswick, NJ: Rutgers University, 1983, US$8.* Available from: *Publications Distribution Center, Cook College, Rutgers University, P.O. Box 231, New Brunswick, NJ 08903, U.S.A. Tel.: (908) 932-9762.*

This kit consists of 18 separate lesson plans, designed to help senior citizens become more aware of their nutritional needs and how to meet them. Sample lesson topics are Diet-Wise Choices, Using Protein Alternatives, Food Safety, and Planning Meals for One or Two. The presentation style is simple, focusing more on traditional diet and less on low-salt, low-cholesterol cooking than most other nutritional education materials. Many recipes are provided as well as a list of food and nutrition references.

PROJECT H.E.A.L.T.H. *Northcentral Technical College and Nicolet Area Technical College, 1990, US$20 participant handbook, US$45 instructor's guide.* Available from: *Northwoods Health Careers Consortium, Northcentral Technical College, 1000 Campus Dr., Project H.E.A.L.T.H. Office 402L, Wausau, WI 54401-1899, U.S.A. Tel.: (715)675-3331, FAX: (715)675-5664.*

Project H.E.A.L.T.H. (Helping Elders Adjust Life-Styles Toward Health) is a ten-week series on wellness and health promotion especially designed for adults 55 and older. Program materials include a facilitator manual, curriculum/instructor guide, and participant handbook. The curriculum content is very comprehensive (memory improvement,

sexuality, vision, foot care, etc.).

TO HAVE A GOLDEN AUTUMN. *Yu. B. Tarnavsky, Meditsina, Moscow, Russia, 1988, 112 pp, 1 ruble.* Available from: *Institute of Gerontology, Krasikova Street 30, II7418 Moscow, Russia. In Russian only.*

Directed to older persons, this material illustrates how one can protect his/her nervous system and psychological state against various negative effects. It also suggests how one can reach old age without feelings of being old.

WHY AND HOW DO WE AGE? *O.Ya. Litoshenko, Series 12 "Nature-man, health", No.6; Znannja, Kiev, Ukraine, 1990, 48 pp, 20 kop.* Available from: *Institute of Gerontology, Krasikova Street 30, II7418 Moscow, Russia. In Russian only.*

This material deals with health promotion and is directed to practitioners. The hypotheses and theories of the aging process are described using the data of modern gerontology. Recommendations on proper lifestyle and prophylaxis of diseases in old age are given.

WORKING PAPERS #1-#4: PLANNING HEALTH PROMOTION WITH OLDER PEOPLE. *New Zealand Department of Health, US$5 each plus postage.* Available from: *Health Education Services, P.O. Box 5013, Wellington, New Zealand, Tel.: (04) 496-2000, Fax: (04) 496-2340.*

These are a series of papers that have practical implications and sample programs for stimulating health promotion with older people. Papers #1 and #3 are applicable to other countries. #1: Health Education and Promotion Initiatives - Gives examples of community and professional activities. #3: Gives suggestions for running workshops to empower older people. (#2 and #4 are more relevant to New Zealand.)

Audio-Visuals

A BETTER VIEW OF YOU: A COMMUNITY GUIDE AND MULTI-MEDIA PRESENTATION. *The Lighthouse National Center for Vision and Aging, US$85, VHS/NTSC video is included.* Available from: *The Lighthouse National Center for Vision and Aging, The Lighthouse, National Center for Vision and Aging, 111 East 59th Street, New York, NY 10022, U.S.A. Tel.: (212) 808-0077. In English and Spanish.*

A loose-leaf binder includes an 18-minute audio/visual presentation, a Community Guide, 100 brochures in either English or Spanish, two posters, two copies of the brochure "A Photographic Essay on Partial Sight", and a Presenter's Guide. The audio/visual explains the causes and symptoms of vision disorders, the importance of early diagnosis and treatment, and rehabilitation options. The Community Guide outlines how a partnership of medical, vision care, and human service professionals can be created in a community to provide comprehensive services and referrals. The consumer brochures reinforce the program message. This is an effective program for older people, outreach and wellness programs, patient education, and in-service training.

DISCOVER CHOICES. *Health Promotion Directorate, Department of National Health and Welfare Canada, 1988, available on loan.* Available from: *Health Promotion Directorate, Health and Welfare Canada, 603-213 Notre Dame Avenue, Winnipeg, Manitoba R3B 1N3, Canada.*

This is a broadcast television series of 12 one-and-a-half- hour programs. The programs take the form of dramatic vignettes on various healthy lifestyle issues followed by discussions by the studio audience. Printed materials include 24 educational articles. The series is available in English, French and German.

GLORY TO LIFE! (Viva la vida!) Available from: *Programa Adulto Mayor; Vicerrectoria Academica, Pontificia Universidad Católica de Chile, Santiago, Chile, Tel.: (56-2) 222-4516 or 222-2422, FAX: (56-2) 222-5515. (This project was funded by the World Health Organization.) In Spanish only.*

This health promotion program for older adults includes a book and videotapes, all originally part of a television presentation. It has been recognized as an excellent teaching tool for the general public.

Book: Glory to Life! A Time for the Older Adult, Pontificia Catholic University of Santiago, Chile, 1990, 315 pp, US$20. This publication focuses on the various multi-disciplinary aspects of aging, old age and older adults. It is directed to older persons, family members and practitioners. It received an award from the Chilean Chamber for the Development of Medical Services and the Chilean Television Council.

Videos: Viva la Vida! Five video tapes in VHS U-matic accompanied by five booklets. Pontificia Catholic University of Santiago, Chile, 1990, US$1,800 (includes books and cassettes).

C. MENTAL HEALTH

GROWING WISER. *Healthwise, Inc. Handbook US$10 plus $2.50 shipping/handling. Training workshops for course leaders US$200 per participant.* Available from: *Director, Community Health Promotion, Healthwise, Inc., P.O. Box 1989, Boise, ID 83701, U.S.A. Tel: (208) 345-1161, FAX: (208) 345-1897.*

Developed in 1980, Growing Wiser is a series of four workshops that deal with mental wellness for older persons. The program seeks to raise the self-esteem of older adults. Topics include memory improvement, mental alertness, coping with loss and depression, maintenance of independence, stress management, and self-image.

Audio-Visuals

AGING AND MENTAL WELLNESS: MEETING THE NEEDS OF THE PUBLIC AND PRACTITIONERS FOR EDUCATION. *Slides and cassettes US$67.50, videotape in VHS/NTSC format US$17.* Developed by and available from: *Project Director, Oregon State University Extension Service, Milam Hall 161, OSU Corvallis, OR 97331-5106, U.S.A. Tel.: (503) 737-1014, Fax.: (503) 737-4423.*

A series of multimedia community education workshops focused on mental health issues in later life including grief, depression, and alcohol abuse. The workshops may be presented to families, providers, or older adults. Visual materials, handouts, and a presenter's guide are available for purchase.

PEER COUNSELING FOR SENIORS. *Complete set of materials including videotape in VHS/NTSC format, US$250.* Developed by and available from: *Senior Health and Peer Counseling Center (SHPCC), 2125 Arizona Avenue, Santa Monica, CA 90404, U.S.A. Tel.: (310) 829-4715, Fax.: (310) 435-8485.*

This training program, which serves as a model for many other such programs (there are 41 in California), is designed to prepare older people to counsel their peers. Volunteers are trained to help others rediscover or develop a positive self-image, greater self-awareness, and feelings of accomplishment. Materials include a trainer's manual, a videotape, audiotapes and handouts. Training includes a 12-week program, twice a week for three hours.

REMINISCENCE: FINDING MEANING IN MEMORIES. *American Association of Retired Persons, 1989, US$30.* Available from: *AARP, Social Outreach and Support, 601 E Street N.W., Washington, DC 20049, U.S.A. Tel.: (202) 434-2277.*

This is a step-by-step training guide to help trainers give two-hour or nine-hour training on the value and techniques of reminiscence. It is designed so that the trainer can adapt the training for volunteer visitors, nurse's aides, hospice staff, family members, and others who work with older people. The kit includes a trainer's guide, slide-tape presentation, and 10 resource material books for participants.

SPOUSAL BEREAVEMENT AND PRIMARY HEALTH CARE. *American Association of Retired Persons (AARP), Washington, D.C., 1991, a video in VHS/NTSC format, 15 mins. plus accompanying kit, $US20.* Available from: *AARP A/V Programs, P.O. Box 19269, Station R, Washington, DC 20036, U.S.A. Tel.: (202) 434-2277.*

This video program emphasizes the key role of social support in helping the newly widowed deal with grief. Developed for presentation to health care professionals, the program addresses the use of medications in bereavement and other issues. The kit contains a 15-minute video, a planning guide for a Widowed Persons Service, a handout which contrasts the symptoms of depression with the symptoms of grief, a fact sheet on the use of medications during bereavement, a pamphlet outlining the implications of bereavement to primary health care providers, and the AARP Widowed Persons Service brochure. The program is designed to last 90 minutes to 2 hours.

RESOURCES

Text

GRIEF COUNSELING AND GRIEF THERAPY: A HANDBOOK FOR THE MENTAL HEALTH PRACTITIONER. *William J. Worden, New York: Springer Publishing Company, 1991 (second edition), US$23.95.* Available from: *Springer Publishing Company, 536 Broadway, New York, NY 10012-3955, U.S.A. Tel.: (212) 431-4370, FAX: (212) 941-7842.*

This is an applied book with lots of lists and suggestions, based on the extensive research and clinical exerience of the author. It is a helpful resource with a very practical approach to the subject.

Organizational

AGE EXCHANGE REMINISCENCE CENTRE/THEATRE TRUST. *Age Exchange Reminiscence Centre, 11 Blackheath Village, London SE3 9LA, England. Tel.: 081-318 9105/ 318 3504.*

The Centre aims to improve the quality of life of older people by emphasizing the value of their reminiscences to old and young, through pioneering artistic, educational and welfare activities. Age Exchange offers workshops and training for individuals who work with older persons in the use of reminiscence.

AMERICAN ASSOCIATION OF RETIRED PERSONS (AARP). *601 E Street NW, Washington, DC 20049, U.S.A. Tel.: (202) 434-2277.*

Widowed Persons Program. AARP has developed organizational and training manuals to provide programs for widowed persons. These programs include Outreach—visits to the newly bereaved; Telephone Service—for referral and assistance; Group Sessions—to discuss problems and provide mutual assistance; Public Education—to use of local resources to call attention to the needs of the widowed and the services available to them; and a Referral Service—to provide a directory or manual of local services.

D. SELF-CARE

PATIENT ACTIVATED CARE FOR RURAL ELDERLY. *L.R. Gaarder and S. Cohen, Mountain States Health Corporation, 1982, 114 pp, US$7.50.* Available from: *Loyd Kepferle, Mountain States Health Corporation, P.O. Box 6756, 1303 Fort St., Boise, ID 83707, U.S.A. Tel.: (208) 342-4666.*

This is a self-care education program developed for a rural audience, but useful in any setting. Activities range from prevention, early detection, and treatment of illness to the management of chronic or post-surgical conditions. There are 13 sessions outlined in the Training Guide which the facilitator can modify to fit local requirements. Some of the activities in this program are performed as a substitute for traditional professional care. Some are performed to complement professional care.

PREVENTING GERIATRIC MEDICATION MISUSE. *Katherin Eng, San Francisco, CA: SRx: Senior Medication Education Program for Seniors, Department of Public Health, 1982, Softcover, 59 pp, free of charge.* Available from: *SRx: Medication Education Program for Seniors, San Francisco Department of Public Health, 1182 Market Street, Room 204, San Francisco, CA 94102, U.S.A. Tel: (415) 558-3767.*

Subtitled "Manual for Developing a Model Program", this guide is designed to help organizations develop their own drug education program. The book provides valuable information in such areas as establishing program goals and objectives, funding, curriculum strategies, and evaluation. Included are the assessment questionnares used for both pharmacists and senior citizens and an annotated list of geriatric drug education programs.

The following program has been chosen by the National Eldercare Institute on Health Promotion, housed at the American Association of Retired Persons (AARP), as a national model. Variations of this program can be found throughout the U.S.

PROJECT STAY WELL. *New York City Department for the Aging, Health Promotion Services, 187 pp, US$10.* Available from: *Project Stay Well, New York City Department for the Aging, Health Promotion Services, 280 Broadway, New York, NY 10007, U.S.A. Tel: (212) 577-7345, Fax: (212) 766-5802.*

This program is a collaborative effort of the NYC Department for the Aging and the New York Academy of Medicine. Project Stay Well is directed to practitioners—particularly the staff of senior centers—and to older persons. It has three components: (1) 12 curriculum sessions covering a variety of self-care topics, such as diabetes, coping with hypertension, nutrition, and medications management; (2) a volunteer program; and, (3) monthly in-service training for volunteers.

RESOURCES

Organizational

Age Concern England. *Age Concern England, Astral House, 1268 London Road, London SW16 4EJ, United Kingdom, Tel.: 081 679 8000.*

Age Concern is one of England's leading publishers in the area of aging. Its publications are geared toward older people themselves, those who care for them, and to practitioners. The Age Concern Publications Catalogue may be ordered from the address above.

American Association of Retired Persons. *AARP Fulfillment, 601 E Street, NW, Washington, DC 20049, U.S.A. Tel.: (202) 434-2277.*

AARP publishes numerous self-care materials on a wide range of health concerns. Most publications are free of charge and many programs are available on loan. The AARP Publications and Audio/Visuals catalogue is available from the address above.

National Council on Aging. *National Council on Aging, Inc., 409 Third Street, SW, Washington, DC 20024, U.S.A. Tel.: (202) 479-1200.*

NCOA produces numerous publications of value to practitioners in health and social welfare settings, older persons, policy makers, students of gerontology, and the public at large. These may be purchased for a modest fee. The NCOA Publications Catalogue can be ordered from the address above.

E. VISION

FITNESS FOR THE AGING ADULT WITH VISUAL IMPAIRMENT: *An Exercise and Resource Manual. Mary Alice Ross, United Cerebral Palsy of Queens, Inc. Preface by Barbara Silverstone, DSW, New York Association for the Blind, 1984, 84 pp, 73 photos, US$8.95.* Available from: *American Foundation for the Blind, 15 West 16th Street, New York, NY 10011 U.S.A. Tel.: (212) 620-2000.*

Picking up a grandchild, reaching for a can, pushing a shopping cart: these are some of the goals and benefits of this unique program designed to maintain and improve physical fitness and personal well-being through exercise. Techniques, attitudes, and how to use the exercises to develop programs are explored, and medical guidelines, resources, and sections on equipment are included.

MAKING LIFE MORE LIVABLE. *Irving R. Dickman, 1983, 89 pp, 51 photos, US$9.95.* Available from: *American Foundation for the Blind, 15 West 16th Street, New York, NY 10011, U.S.A. Tel.: (212) 620-2000.*

Simple adaptations for the homes and environments of blind and visually impaired adults and older people. In large type, with 54 illustrations, Making Life More Livable examines the home room by room, raising common questions and suggesting answers: How can I dial the phone? How can I continue to sew? How can I use my workshop? Ranging from the elementary to the ingenious, the solutions and ideas can stimulate individual solutions to individual problems.

A STEP-BY-STEP GUIDE TO PERSONAL MANAGEMENT FOR BLIND PERSONS. *Second Edition, 1974, 135 pp, US$6.50.* Available from: *American Foundation for the Blind, 15 West 16th Street, New York, NY 10011 U.S.A. Tel.: (212) 620-2000.*

This manual, directed at rehabilitation teachers and educators of blind persons, focuses on techniques for personal management in the areas of homemaking, hygiene, grooming, social skills, and clothing.

WHAT ARE FRIENDS FOR? *Set includes Guidebook, Big Pad and Poster; US$29.95.* Available from: *American Foundation for the Blind, 15 West 16th Street, New York, NY 10011 U.S.A. Tel.: (212) 620-2000. Also available: Slide/tape Presentation - A 10-minute color presentation introducing potential groups and leaders to the topics and the working groups concept. Script included. Cassette - (1 7/8 ips), US$30. Guidebook Cassette Edition — Particularly useful for individuals with visual impairments - (1 7/8 ips), US$5.*

A self-help/peer discussion program designed to encourage older people to work together to identify their needs, to learn how to modify the physical and social environment to meet those needs, and to compensate for the loss of one sense through better use of others. The basic program package includes: Guidebook: General tips and "how to" suggestions for leading effective group discussions (130 pages). Big Pad: A self-standing flip chart with captioned illustrations that correspond to the major ideas covered (35 pages).

Poster: A colorful wall hanging that pictures older people working together to solve common problems. It provides space to publicize dates, times, and places of discussion sessions and the sponsoring group's name. Five copies are included with each package.

Audio-Visuals

A BETTER VIEW OF YOU: A COMMUNITY GUIDE AND MULTI-MEDIA PRESENTATION. *The Lighthouse National Center for Vision and Aging; US$85, includes VHS/NTSC video.* Available from: *The Lighthouse National Center for Vision and Aging, The Lighthouse, National Center for Vision and Aging, 111 East 59th Street, New York, NY 10022, U.S.A. Tel: (212) 808-0077.*

A loose-leaf binder includes an 18-minute video presentation, a Community Guide, 100 brochures in either English or Spanish, two posters, two copies of the brochure "A Photographic Essay on Partial Sight", and a Presenter's Guide. The audio/visual explains the causes and symptoms of vision disorders, the importance of early diagnosis and treatment, and rehabilitation options. The Community Guide outlines how a partnership of medical, vision care, and human service professionals can be created in a community to provide comprehensive services and referrals. The consumer brochures reinforce the program message. This is an effective program for older people, outreach and wellness programs, patient education, and inservice training.

WORK SIGHT. *The Lighthouse National Center for Vision and Aging. 15-minute video in either VHS/NTSC or Beta/NTSC video format; employer and employee brochures and guide US$50.* Available from: *The Lighthouse National Center for Vision and Aging, 111 East 59th Street, New York, NY 10022, U.S.A. Tel: (212) 808-0077.*

The video discusses age-related vision problems in the workplace and their treatment, with a concentration on prevention of vision disability. The video dramatically makes the point that vision loss does not have to mean job loss. Easy-to-manage environmental adaptations are also highlighted. It is an effective presentation for health promotion and wellness programs in the workplace, for health care professionals in industrial medicine and occupational nursing, and at trade associations, conferences, conventions, and with community groups.

RESOURCE

Organizational

THE NATIONAL CENTER FOR VISION AND AGING *(under the auspices of The Lighthouse, The New York Association for the Blind)*

The Center is dedicated to promoting a better understanding of the kinds of vision problems that affect older Americans and how those problems can be addressed. Its staff includes specialists in education, training and outreach. Technical expertise is provided by Lighthouse staff and other specialists in vision care and rehabilitation. The Training Center staff will design and conduct individualized programs. It maintains an inventory of training curricula. Training is provided by contract. Contact: The Lighthouse National Center for Vision and Aging, 111 East 59th Street, New York, NY 10022, U.S.A. Tel.: (212) 808-0077.

F. DISABILITIES

CREATING A COMMUNITY PROGRAM FOR SENIORS WITH DEVELOPMENTAL DISABILITIES: GUIDELINES AND PERSONAL EXPERIENCES FROM A MODEL PROGRAM. *Ruth Stiehl and Vicki Schmall, The Garten Foundation, Oregon, 1989, 106 pp, US$39.95 plus postage and handling.* Available from: *The Garten Foundation, P.O. Box 7485, Salem, OR 97305, U.S.A. Tel.: (503) 581-4472, Fax: (503) 581-4497.*

This manual provides practical guidance for agencies that wish to establish programs for this special population. Based upon a successful program tested for nine years in Salem, Oregon, it outlines the necessary components for the replication of the program in other communities.

STROKE: PUTTING THE PIECES BACK TOGETHER, *National Stroke Association, Colorado, 1990, US$395.* Available from: *National Stroke Association, 300 East Hampden Avenue, Suite 240, Englewood, CO 80110-2622, U.S.A. Tel.: (303) 762-9922, Fax.: (303) 762-1190.*

This is a rehabilitation-oriented stroke training program designed exclusively for skilled nursing facilities and their certified nursing assistants. The training curriculum contains 12 modules (medical management of stroke, emotional consequences, communication, etc.) and includes an introduction and learning objectives, lesson plan and instructor's guide, student handouts, and post tests. Also included is a videotape which identifies the key points presented in each instructional module and an audio-tape which guides the Inservice Director in the use of the training package components. All the information is packaged in a sturdy, convenient three-ring binder.

TRAINING IN THE COMMUNITY FOR PEOPLE WITH DISABILITIES. *E. Helander, P. Mendis, G. Nelson, and A. Goerdt, 1989, 684 pp, 2,160 illustrations; Swiss Francs 80.- US$64 (orders from developing countries are discounted by 30%), Order no. 1150330.* Available from: *World Health Organization, Distribution and Sales, 1211 Geneva 27, Switzerland. In English only.*

This manual reaches out to people with disabilities and their families with the information, advice, and step-by-step instructions needed to teach them how to develop their many abilities. The 700-page manual features over 2,000 illustrations, and consists of four training guides and 30 training packages. The guides are geared to local supervisors, community rehabilitation committees, people with disabilities and schoolteachers. To facilitate translation and adaptation, great care has been taken to simplify the language.

G. WOMEN

HEALTH MATTERS FOR WOMEN OVER 60. *Lyn Pagan, Frances Stade, Sharon Doolan, Northern Sydney Area Health Service, 1991, 163 pp, Australian $50.* Available from: *Women's Health Education, P.O. Box 450 Crows Nest, Sydney, Australia 2065. Tel.: (02) 439-4288.*

This program, geared to women 60 and over, is administered by health professionals. It is given in ten two-and-a-half-hour sessions and covers topics such as Taking Care of Our Bodies, Nutrition and Exercise, Dealing with Stress, and Communicating with Health Workers.

NEW WOMEN'S HEALTH IN THE MIDDLE YEARS: MANUAL FOR EDUCATORS. *Diane Bennett, Tracy Cahn, Fran Everingham, Deirdre Degeling, Mary-Ellen Mullane, Health Promotion Unit, Department of Community Medicine, Westmead Hospital, Australia, 1990, 342 pp, Australian $160.* Available from: *Western Sydney Area Health Promotion Unit, 13 New Street, North Parramatta 2151, Australia. Tel: (02) 890-6000.*

Geared to women in their middle years, this manual deals with subjects such as menopause and related health issues, nutrition, stress management and sexuality. Each subject module has aims, background information, session planning, teaching guidelines, group activities, handouts for duplication and resources. The material can be adapted to most socio-economic and cultural groups.

OLDER WOMEN: A HEALTH AND WELLNESS PROGRAMME. *Southern Women's Health & Community Centre, Australia, 265 pp, Australian $20 for individuals, Australian $30 for organizations.* Available from: *Southern Women's Health and Community Centre, P.O. Box 429, Noarlunga Centre, S.A. 5167, Australia. Tel: (08) 384-9777.*

This manual is designed for health workers, educators and women's groups who are interested and/or involved in working with older women. It addresses the impacts of aging and ageism on women. It is primarily aimed at women around 60 years and over, although it can be adapted to any age group who wants to consider issues of aging. The manual can be used for single sessions, one- or two- day workshops, or a weekly program of up to 12 weeks. Among the issues covered are: health, wellness and aging; the social aspects of aging; self-protection; loss and grief; sexuality; and movement and massage.

Section IV
CAREGIVING

A. GENERAL

AYUDA PRACTICA PARA PERSONAS QUE CUIDAN ENVEJECIENTES (PRACTICAL CARE FOR CAREGIVERS). *New York State Office for Aging, 1988, Participant's Manual, 88 pp, free of charge.* Available from: *New York State Office for Aging, Two Empire State Plaza, Albany, NY 12223-0001, U.S.A. Tel.: (518) 474-5731. In Spanish only.*

A six-session course for families and friends of homebound elderly. A special section on caregiving for Alzheimer's patients is included.

CAREGIVERS IN THE WORK PLACE. *American Association of Retired Persons, Health Advocacy Services, 1988, US$35.* Available from: *Program Department, AARP, 601 E Street NW, Washington DC 20049, U.S.A. Tel.: (202) 434-2230, Fax: 434-6474.*

This is a tested and proven effective training tool available to employers. The program has been found to be clear, concise and highly effective in developing and implementing a low-cost program for employee caregivers. It contains four parts that can be used separately so that an employer can tailor the program to the company's needs:

1. Caregivers Survey, 2. Care Management Guide, 3. Caregivers Fair, and 4. Educational Seminars

FAMILY CAREGIVING: A MANUAL FOR CAREGIVERS OF OLDER ADULTS. *C. Mehrotra, D. Dietrich and S. Vedder, Duluth, Minnesota, College of St. Scholastica, 1988, 102 pp, US$13.* Available from: *Psychology Department, College of St. Scholastica, 1200 Kenwood Avenue, Duluth, MN 55811, U.S.A. Tel.: (218) 723-6285, Fax.: (218) 723-6290.*

This manual was developed as a guide for family caregivers providing in-home care to impaired older persons. It provides straightforward information on how to be a caregiver, and provides it in an easy-to-understand, entertaining manner. The manual includes exercises, supplemental readings, and lists of resources (although many are specific to Minnesota). The manual can stand alone or would make an effective handout for a community workshop.

HAND IN HAND. *American Association of Retired Persons, Washington, DC. One copy is free of charge.* Available from: *AARP Health Advocacy Services, 601 E Street, NW, Washington, DC 20049, U.S.A. Tel.: (202) 434-2230, Fax: 434-6474.*

Complete information on sponsoring a local, one-day workshop for the caregivers in your community. Included is information on age-related changes, how to effectively use community resources, and how to deal with feelings that can result from providing care to an older person. The Planning Guide tells how to organize and conduct a successful workshop. The Resource Guide provides ideas for program content and samples of

materials for participants.

HELPING YOU CARE: SKILLS BUILDING FOR CARE OF THE CHRONICALLY ILL OR FRAIL ADULT. *M. Cleland and L. Grohman, Portland, Oregon; Good Samaritan Hospital & Medical Center & Oregon Trail Chapter American Red Cross, 1987, US$45.* Available from: *The Family Support Center, Good Samaritan Hospital and Medical Center, 1015 NW 22nd Avenue, Portland, OR 97210-5198, U.S.A. Tel.: (503) 229-7348, Fax: (503) 790-1201.*

This manual is designed for a five-part course to assist family caregivers. The training, to be done by volunteer nurses recruited and prepared to teach the course, offers two-hour sessions on: Coping with Caregiving, Understanding Aging, Medication Use and Problems, Specific Skills for Caregiving, and Creating a Safe and Healthy Environment. This is a "user friendly" and clearly written manual to train caregivers.

INFORMATION FOR CAREGIVERS OF THE ELDERLY, INSTRUCTOR'S MANUAL AND RESOURCE MANUAL. *S.D. Bane and B.P. Halpert, Center on Aging Studies, University of Missouri-Kansas City, 1987, US$7 for Instructor's Manual, $10 for Resource Manual.* Available from: *Center on Aging Studies, University of Missouri-Kansas City, 5245 Rockhill Road, Kansas City, MO 64110, U.S.A. Tel.: (816) 235-1747, Fax.: (816) 235-5193.*

These manuals were developed to train individuals and groups in the provision of support and assistance to family caregivers. The training is designed to be delivered over a three-day period. The Instructor's Manual is well-organized and easy to follow. It is quite detailed as it was written for use by those with little or no background in training or gerontology. The Resource Manual can act as either an adjunct to training or as a self-instructional guide for those providing support and information to family caregivers.

INVOLVING MEN IN CAREGIVER SUPPORT GROUPS: A PRACTICAL GUIDEBOOK. *Geraldine Jacobs, Graduate School of Social Work and Social Research, Bryn Mawr College, 1989, 18 pp, free of charge.* Available from: *Graduate School of Social Work and Social Research, Bryn Mawr College, Bryn Mawr, PA, 19010 U.S.A., Tel.: (215) 527-5403, Fax.: (215) 527-1910.*

This booklet is a practical guide to planning and operating support groups of caregivers which are attuned to the special needs and concerns of husbands, sons, grandsons, and other males who are engaged in caring for impaired elders. It is intended to be used by group leaders and/or organizers both to attract men to caregiver support groups and to address the concerns that they bring to the group.

SUPPORT GROUPS FOR CAREGIVERS OF THE AGED. *H. Rzetelny and J. Mellor, Community Services Society, New York, 1981, 70 pp, US$7.50 plus postage and handling.* Available from: *Community Services Society, Natural Supports Program, 105 East 22nd St., New York, NY 10010, U.S.A. Tel.: (212) 254-8900, Fax: (212) 260-6218.*

For service providers who work with caregivers. It provides guidelines on how to help people establish and conduct support groups of various kinds, ranging from groups led by professionals to self-help groups run by the caregivers themselves. The 80-page manual is in loose leaf form so that training exercises can be easily removed for duplication and distribution to workshop participants.

TRAINING FAMILY CAREGIVERS: A MANUAL FOR GROUP LEADERS. *D.F. Mahoney, R. Shippee-Rice, and K. Pillemer, 1988, 70 pp, US$5.* Available from: *Karl Pillemer, HDFS, G43, MVR Hall, Cornell University, Ithaca, New York 14853, U.S.A. Tel.: (607) 255-8086, Fax: (607) 255-9856.*

This manual presents a training program for family caregivers. The training is to be led by a nurse and is designed to address the needs of caregivers by providing information and teaching them skills. The program provides an opportunity for informal caregivers to obtain technical skills and information in a supportive group environment. Caregivers become better able to perform skills associated with personal care and to interact more effectively with the formal care system. Unlike other programs that focus only on social and emotional support, this program highlights training in concrete caregiving skills. Most of the information would transfer well to other countries.

Audio-Visuals

AT HOME WITH HOME CARE. *VHS/NTSC, 134 minutes, Pennsylvania Department of Aging, The Bureau of Policy, Planning and Research, Education and Training Unit, rental fee US$ 6.50.* Available from: *The Pennsylvania State University, Audio-Visual Services, Special Services Building, University Park, PA 16802, U.S.A. Tel.: (814) 865-6314.*

This is a series of short video programs contained in three cassettes. The practical tasks of caregiving are discussed frankly, poignantly and openly with attention given to caregiver concerns such as guilt, inadequacy and stress. This video is highly recommended for nurses, nursing home staff, home care providers, the families of elderly patients who are at home, and patients themselves. The "show-and-tell" demonstration format provides an excellent training format. Presented are real life home situations accompanied by practical instruction.

HOME IS WHERE THE CARE IS. *Five audiocassettes and three work booklets. AARP Health Advocacy Services, VHS/NTSC, US$16.* Available from: *MTPS/A-V Sales Library, 5000 Park Street North, St. Petersburg, FL 33709, U.S.A.*

Designed for the individual caring for a loved one at home, this is a work-at-your-own-pace program. The areas covered are: personal care, community resources, safety and home environment, financial and legal issues, medication and nutrition, and family interactions. Although some of the information is culture-specific to US society, most of the material is very applicable to other western societies.

IN CARE OF: FAMILIES AND THEIR ELDERS. *VHS/NTSC and 3/4" U-Matic videocassette/55 min./color/1988. Producer, Menachem Daum; Distributor, The Brookdale Center on Aging of Hunter College. US$295 for VHS/NTSC, US$345 for 3/4" U-Matic; rent US$50. Discussion guide accompanies video.* Available from: *The Brookdale Center on Aging of Hunter College, 425 East 25th Street, New York, NY 10010, U.S.A., Tel.: (212) 481-7550.*

This award-winning video profiles the dilemmas faced by four very different caregiving families. It is a valuable teaching tool and is appropriate for a wide variety of audiences. It may be used by (1) caregivers in the privacy of their own homes, (2) caregiver and self-help support groups, (3) healthcare and social service professionals for staff development or in-service training, (4) policymakers and program planners who want to learn more about the needs of caregiving families, (5) corporations (for employee assistance pro-

grams), and (6) elementary, high school and college students to encourage awareness and discussion of family and caregiving issues. A study guide, which contains questions for support groups and family conferences, and seminars for staff or professional training, accompanies the video.

MY MOTHER, MY FATHER. *Producer: James Vandem Bosch. 16 mm film, VHS/NTSC and 3/4" U-Matic videocassette/ 28 min./color/1984. Film US$495, video US$395, rental: US$55.* Available from: *Terra Nova Films Inc., 9848 Winchester Ave., Chicago, IL 60643, U.S.A. Tel.: (312) 881-8491.*

This video looks at different families' approaches to taking care of aging parents who can no longer care for themselves. It covers the gamut of family caregiving roles. Real families in real life situations are described, and it is easy to understand and relate to their roles and responsibilities. This film is recommended for students and practitioners who work with family caregivers. It is appropriate for family and community groups and comes with a discussion/teaching guide.

B. CAREGIVING FOR MENTALLY IMPAIRED ELDERLY

ACTIVATING DEMENTED PATIENTS IN INSTITUTIONAL AND DAY-CARE FACILITIES: A MANUAL. *Hemda Cohen, JDC-Brookdale Institute of Gerontology and Adult Human Development in Israel, 1991, 113 pp, US$7.* Available from: *JDC-Brookdale Institute of Gerontology and Adult Human Development in Israel, JDC Hill, P.O.B. 13087, Jerusalem, Israel, Tel: 02-668251-7. In Hebrew only.*

This manual is designed to encourage the professional staff in institutional and day-care facilities to participate in the process of planning and implementing a program for activating mentally frail patients. The activation program presented ignores strict professional boundaries, thereby creating an opportunity for multidisciplinary teamwork. The main topics included in the manual are: functioning and characteristic behaviors of mentally frail patients; functional assessment of the mentally frail; types of activities and stimulation principles for the mentally frail, individually and in groups; and creating a care environment that is supportive and safe.

CARING FOR THE MENTALLY IMPAIRED ELDERLY. *H. Rzetelny, A. Nevins and M. Howard, 1985, US$55.* Available from: *Brookdale Center on Aging of Hunter College, 425 East 25th St., New York, NY 10010, U.S.A. Tel.: (212) 481-4426.*

This is a 28-hour experiential curriculum consisting of two-hour training sessions for staff who work directly with the mentally impaired. Curriculum content includes:

Module A: An Introduction to Behavior Problems, Communication and Teambuilding

Module B: Coping with Chronic Illness and Institutionalization

Module C: Understanding and Working with Depression

Module D: Understanding Late Life Paranoia and Psychosis

Module E: Understanding and Working with Dementia

GATEKEEPER TRAINING. *Marianne Smith et al., 1986, 48 pp, US$30 - slides are an additional US$50.* Available from: *Marianne Smith, Abbe Center for Community Mental Health, 520 Eleventh Street, N.W., Cedar Rapids, IA 52405, U.S.A. Tel: (319) 398-3562, FAX: (319) 398-3501.*

This mental health program is intended to be used by non-mental health professionals and can be taught to a variety of community members by someone who is trained. The individual who receives this training will, as a "gatekeeper", be able to identify changes in a community member that may indicate s/he is in trouble and refer that client to the community health center. Part I of the training presents an overview of the gatekeeper role. Part II provides an overview of mental illness commonly found among the elderly, as well as definitions of terms and frequently occurring signs and symptoms.

A GUIDE TO FACILITATING SUPPORT GROUPS FOR NEWLY DIAGNOSED ALZHEIMER'S PATIENTS. *Robyn Yale, the Alzheimer's Association, Greater San Francisco Bay Area, 1991, 57 pp, US$20 + shipping and handling.* Available from: *Robyn Yale, LCSW, 1067 Filbert Street, Suite 100, San Francisco, CA 94133, U.S.A. Tel.: (415) 673-3881.*

This manual outlines how to create peer support groups for persons who have been newly diagnosed with Alzheimer's disease. The peer group provides education and support and serves to address the emotional needs of both patients and caregivers. Issues that a group facilitator will face and guidelines for developing and implementing such a group are presented.

HOW TO CARE FOR THE ALZHEIMER'S DISEASE PATIENT: A COMPREHENSIVE TRAINING MANUAL. *Revised Edition, 1988, 215 pp, US$35. Foundation for Hospice and Homecare.* Available from: *Foundation for Hospice and Homecare, 519 C Street, NE, Washington, DC 20002-5809, U.S.A. Tel.: (202) 547-6586, Fax: (202) 546-8968.*

This comprehensive manual contains materials for the instruction of homemaker-home health aides, professionals and administrators, in both homecare and nursing home settings. A thorough description of the progression of Alzheimer's disease is provided to assist in understanding the patient and the disease, and to give the trainee a framework for dealing effectively with the patient's behavior and physical problems.

TOPICS IN AGING AND MENTAL HEALTH: A TRAINING MANUAL. *V. Mallory, N. McCauley and L. Nigam, Bureau of Mental Health, Augusta, Maine, 1991, 320 pp, US$10.* Available from: *Joyce Harmon, Bureau of Mental Health, State House Station 40, Augusta, ME 04333, U.S.A. Tel.: (207) 289-4230, Fax: (207) 287-7286.*

This thoughtfully prepared training manual reflects a broad knowledge of the subject matter and a practical awareness of nursing home and boarding home resident and staff needs. The materials were prepared for in-service training of direct caregivers in nursing and boarding homes and address the needs of residents who function with a decreased ability to cope with emotional and mental health problems. It is written in an easily understood style and contains numerous "handouts" and references for resource

materials. It is recommended that the trainer be well-prepared and experienced in group dynamics and affective learning.

Audio-Visuals

DEALING WITH ALZHEIMER'S: A COMMON SENSE APPROACH TO COMMUNICATION. *Karen S. Feldt, Ramsey Foundation, 1990, a videotape in VHS/NTSC format, 21 mins., US$40 institutional copy, US$25 individuals/caregivers.* Available from: *Alzheimer's Treatment and Research Center, St. Paul-Ramsey Medical Center, 640 Jackson Street, St. Paul, MN 55101, U.S.A. Tel.: (612) 221-2743, Fax: (612) 292-4040.*

The focus of this training videotape is the presentation of verbal and non-verbal communication techniques that are effective when interacting with persons who have Alzheimer's disease or other types of dementing illnesses. Subject matter includes a brief review of the losses that occur during the course of the disease, demonstration of effective verbal communication techniques by actual caregivers, a brief description of common behavior changes, and suggestions to prevent or reduce problem behaviors. The tape gives visual reminders of each of the points that are stressed and provides examples of actual caregivers demonstrating the strategies. This video is directed to practitioners and family members.

HASTA QUE HAY CURA: LA DIAGNOSIS DE LA ENFERMEDAD DE ALZHEIMER (UNTIL THERE IS CURE: DIAGNOSING DEMENTIA). *University of Texas Alzheimer's Disease Center, 1989, a video in VHS/NTSC format, 19 mins., US$75.* Available from: *Department of Gerontology and Geriatrics, University of Texas Southwestern Medical Center at Dallas, P.O. Box 45567, Dallas, TX 75245, U.S.A. Tel.: (214) 688-7125, Fax: (214) 904-2349. In Spanish only.*

This video program for health service providers and the general public portrays a family's experience with Alzheimer's disease, focusing on the diagnosis of the disease and following the patient and family through each step of the process. It includes the purpose and rationale for using a number of diagnostic tests, and follow-up procedures. The video addresses fears and anxieties of family members. Intended for use in hospitals, medical centers, mental health clinics, and support groups for families confronting dementia.

RESOURCES

Text

THE NURSING HOME AND YOU: PARTNERS IN CARING FOR A RELATIVE WITH ALZHEIMER'S DISEASE. *Edna L. Blevins et al, American Association of Homes for the Aging, 1987, $US5.00 plus shipping and handling.* Available from: *American Association of Homes for the Aging Publications, 901 E Street, N.W., Suite 500, Washington, D.C. 20004-2837, U.S.A. Tel.: (202) 508-9442, Fax: (202) 783-2255.*

This manual is an introductory resource for relatives of older persons with Alzheimer's disease. It provides basic knowledge about how to care for someone with Alzheimer's disease and offers step-by-step advice on the transition to nursing home care.

THE THIRTY-SIX-HOUR DAY: A FAMILY GUIDE TO CARING FOR PERSONS WITH ALZHEIMER'S DISEASE, RELATED DEMENTING

ILLNESSES, AND MEMORY LOSS IN LATER LIFE. *Nancy Mace and Peter Rabins, Baltimore, MD, Johns Hopkins University Press, 1981, 352 pp, US$11.95 paperback, US$35 hardcover.* Available from: *Johns Hopkins University Press, 701 West 40th Street, Suite 275, Baltimore, MD 21211, U.S.A. Tel.: (410) 516-6960, Fax: (410) 516-6998.*

This guide is considered a "classic" resource for family caregivers coping with the effects of Alzheimer's disease. It is organized into 18 chapters with appendices that list further reading as well as government publications, organizations, where to buy or rent supplies, protective agencies and a nursing home patient's bill of rights.

C. RESPITE

GERIATRIC RESPITE CARE: EXPANDING AND IMPROVING PRACTICE. *Carol R. Hegeman, Foundation for Long Term Care, 1989, 76 pp, SUS20.* Available from: *Foundation for Long Term Care, 194 Washington Avenue, Albany, NY 12210, U.S.A. Tel.: (518) 449-7873, Fax: (518) 455-8908.*

This manual is directed to practitioners and policymakers. It covers the definition, history and rationale of geriatric respite care, and describes the modes of respite offered (based on a national survey). Five detailed care studies of respite are described in addition to quality assurance guidelines and suggestions for financial and management stability and marketing are given.

HOW TO START A RESPITE SERVICE FOR PEOPLE WITH ALZHEIMER'S AND THEIR FAMILIES: A GUIDE FOR COMMUNITY-BASED ORGANIZATIONS. *The Brookdale Foundation/Brookdale Center on Aging of Hunter College, New York, 1987, 104 pp, free of charge.* Available from: *The Brookdale Center on Aging of Hunter College, 425 East 25th Street, New York, NY 10011, U.S.A. Tel.: (212) 481-4350, Fax: (212) 481-5069.*

This manual describes a grassroots, non-medical approach which utilizes a partnership of professionals and trained volunteers to mobilize all available community resources to create a supportive environment for Alzheimer's patients. It encourages them to engage in social and recreational activities and gives caregivers much-needed support in dealing with the special problems they face.

RESPITE. *Helping Caregivers Keep Elderly Relatives at Home.A. Kane and P. Eastman. National Council of Catholic Women, Washington, DC, 1986, 32 pp, US$8 plus postage.* Available from: *National Council of Catholic Women, 1312 Massachussetts Ave., NW, Washington, DC 20005, U.S.A. Tel.: (202) 682-0334, Fax: (202) 682-0338.*

The purpose of this training program is to help someone develop abilities to become a temporary substitute care provider for a frail, elderly person living with family in the community. Volunteers learn to distinguish between the normal changes of the aging process and changes due to disease or disability. They also learn how to cope with emergencies and provide emotional support to an elderly charge and his or her relatives. The spiritual foundation of the program is stressed, differentiating it from secular respite care programs.

RESPITE CARE AIDE TRAINING MANUAL. *Cathy Keatley, Family Survival Project, California, 1989, 126 pp, US$20.* Available from: *Family Survival Project, 425 Bush*

Street, Suite 500, San Francisco, CA 94108, U.S.A. Tel.: (415) 434-3388, Fax: (415) 434-3508.

This manual is geared towards individuals interested in working as respite aides for persons with brain impairments. It can be used in classroom training or read alone as an introduction to the duties and requirements of being an aide. It is a thorough guide for the respite care aide, covering the various aspects of brain impairment and clearly outlining effective approaches to carrying out the duties of an aide.

Section V
INSTITUTIONAL CARE

A. GENERAL

DOING THINGS: A GUIDE TO PROGRAMMING ACTIVITIES FOR PERSONS WITH ALZHEIMER'S DISEASE AND RELATED DISORDERS. *Jitka M. Zgola, The Johns Hopkins University Press, 1987, 149 pp, US$10.95 + shipping charges.* Available from: *The Johns Hopkins University Press, 2200 Girard Avenue, Baltimore, MD 21211, U.S.A. Tel.: (410) 516-6960, Fax: (410) 516-6998.*

Doing Things offers professionals and volunteers supervising activities at day-care facilities step-by-step instructions for selecting and presenting appropriate activities for Alzheimer's victims. The techniques the author describes are designed to promote a sense of security and self-esteem by avoiding possible sources of confusion or confrontation. Zgola outlines the ways in which a patient's functional impairment can be assessed; the strengths, weaknesses, and needs most commonly encountered among Alzheimer's victims; and ways activities can be tailored to accommodate them.

HOME GROUND: HOW TO SELECT AND GET THE BEST OUT OF STAFF. *Brenda Hooper, Centre for Policy on Ageing, 1984, 52 pp, £14.* Available from: *Centre for Policy on Ageing, Bailey Distribution Ltd., Warner House, Folkestone, Kent CT19 6PH, England. Tel.: 0303 850501.*

This step-by-step handbook is designed for directors and senior staff of homes for older persons. It provides a practical approach to selection and on-the-job training for residential care staff and identifies the skills, knowledge and attitudes that the care staff should have.

HOME WORK: MEETING THE NEEDS OF OLDER PEOPLE IN RESIDENTIAL HOMES. *Judith Hodgkinson, Centre for Policy on Ageing, 1988, £10.50.* Available from: *Centre for Policy on Ageing, Bailey Distribution Ltd., Warner House, Folkestone, Kent CT19 6PH, England. Tel.: 0303 850501.*

This training and reference manual for care staff is a companion volume to Home Ground (see above). Home Work covers the admission process; how to keep residents mentally and physically active; nutrition; helping people with sensory loss; coping with mental frailty; managing incontinence; and coping with illness, dying and death.

HOW TO BE A NURSE ASSISTANT: STUDENT AND INSTRUCTOR MANUALS. *J. Johnson-Pawlson and M.E. Goodwin, American Health Care Association, 1989. Student manual, 288 pp, US$23.50. Instructor manual, 244 pp, US$39.95.* Available from: *AHCA Publications, Department L, P.O. Box 96906, Washington, DC 20090-6906, U.S.A. Tel: (304) 321-0343, FAX: (304) 728-7245.*

The student manual is designed for both beginning and advanced nurse assistants. Its 36 chapters cover five areas: the nursing home, basic human needs, caring for the resident, maintaining health and function, and care of the resident with specific problems. The instructor manual is designed to help instructors implement a training program and evaluate student performance and knowledge. Included in the instructor manual are curriculum designs for an 80-hour and 120-hour training program and a comprehensive practice test.

THE LONG TERM CARE NURSING ASSISTANT TRAINING MANUAL *(instuctor's guide and training manual). M.A. Anderson, K.W. Beave and R.E. Wheeler; Health Professional Press, 1991, 320 pp, US$25.* Available from: *Health Professional Press, P.O. Box 10624, Baltimore, MD 21285-0624, U.S.A. Tel.: (410) 337-9585, Fax.: (410) 337-8539.*

This in-service educational tool provides basic and practical information for care providers who need theoretical information about the clients they serve. The manual is written in easy-to-read language. Instuctors may be beginners or experienced.

NURSING ASSISTANT TRAINING PROGRAM FOR LONG TERM CARE. *National Health Publishing, 1989, Instructor's Manual, Student Textbook and Workbook, US$42.* Available from: *National Health Publishing, 99 Painters Mills Road, Owings Mills, MD 21117, U.S.A. Tel.: (410) 446-2221, Fax.: (410) 528-4422.*

This training program is geared to non-professional personnel. It teaches basic nursing skills specific to the needs of long term care and prepares students to be effective, efficient healthcare team members. The program is appropriate for both experienced and non-experienced instructors. The manual is simple to use and can be easily revised to meet specific teaching techniques.

THE QUALITY OF LIFE. *Kathryn Freytag and Maggie Kyle, The Accommodation Rights Service, Inc. (TARS), 1988, 85 pp, Australian $14.95.* Available from: *The Accommodation Rights Service, Inc., 5/64 Kippax Street, Surry Hills, NSW 2010, Australia, Tel: (02) 281-3600.*

This is a resource kit for those who work with residents of nursing homes, hostels, boarding houses and self-care units. The objective is to train staff to develop strategies for conflict resolution in order to maximize the quality of communication and environement for the resisdents.

TOPICS IN AGING AND MENTAL HEALTH: A TRAINING MANUAL. *V. Mallory, N. McCauley and L. Nigam, 1991, 320 pp, US$10.* Available from: *Bureau of Mental Health, State House Station 40, Augusta, ME 04333, U.S.A. Tel.: (207) 289-4230, FAX: (207) 287-7286.*

This training manual reflects a broad knowledge of the subject matter and a practical awareness of nursing home and boarding home resident and staff needs. The materials were prepared for in-service training of direct caregivers in nursing and boarding homes and address the needs of residents who function with a decreased ability to cope with emotional and mental health problems. It is written in an easily understood style and contains numerous "handouts" and references for resource materials. It is recommended that the trainer be well-prepared and experienced in group dynamics and affective learning.

TRAINING BOARD AND CARE HOME PROVIDERS, *Project SHARE: National Clearinghouse for Improving the Management of Human Services, Bethesda, MD, 1987, US$10.* Available from: *Share, P.O. Box 30666, Bethesda, MD 20814, U.S.A. Tel.: (301) 688-4226.*

This publication provides a comprehensive, practical and well researched approach to the development of curriculum materials for various types of in-service education for board and care providers. The results of a national survey of state programs are also given. A model curriculum is presented for community residential facilities which is meant to address the needs of staff in various settings, offers a balance between management and clinical services, and recommends classroom, continuing education, and consultative services.

WORKING WITH ELDERLY PEOPLE; OPENING A RESIDENTIAL HOME FOR ELDERLY PEOPLE. *Sandra Watts, HelpAge International, (no date given), 29 pp, free of charge to organizations in developing countries, £4 for other countries.* Available from: *HelpAge International, St. James's Walk, London EC1R OBE, England. Tel.: 1-253023, FAX: 1-895-1407.*

This manual raises the basic questions which need to be considered before opening a residential home. The booklet provides helpful suggestions with simple yet practical architectural ideas and designs. Suitable for developing countries.

Audio-Visuals

ETHICS COMMITTEES: ALLIES IN LONG-TERM CARE. *AARP, 1992, 33-minute VHS/NTSC videotape and guidebook. Can be borrowed at no cost or purchased for US$20 from American Association of Retired Persons.* Available from: *Mary Gleason, AARP Program Scheduling Office, 601 E Street, NW, Washington, DC 20049, U.S.A. Tel.: (202) 434-2277.*

This training video, developed by American Association of Homes for the Aging (AAHA)and AARP, shows a simulated ethics committee in action. A panel of experts debates three hypothetical, yet common, situations faced in long-term care facilities, such as a resident's refusal to eat or whether the use of a restraint is justified. The program's guidebook describes how to set up a committee, including such topics as gaining support for the committee, deciding who should serve on it, educating staff and others, and committee procedures.

RETRAIN, DON'T RESTRAIN. *American Association of Homes for the Aging, 1992, VHS/NTSC, Member Price US$99, Nonmember $129.* Available from: *AAHA Publications, 901 E Street NW, Suite 500, Washington, DC 20004-2037, U.S.A. Tel.: (202) 508-9442, FAX (202) 783-2255.*

This set of a train-the-trainers manual, video and study guide has been used in 16 nursing homes, where the use of restraints has then significantly declined in a safe and cost-effective manner. These materials show how to implement and maintain a successful program.

TRAINING FOR ADMINISTRATORS OF RESIDENTIAL FACILITIES FOR THE ELDERLY. TRAINER'S MANUAL. *California Department of Aging, Sacramento, California, 1989. Seven modules available on VHS/NTSC videotape, accompanied by manuals, for US$10 each.* Available from: *California Dept. of Aging, Training and Education Section, 1600 K Street, Sacramento, CA 95814, U.S.A. Tel.: (916) 322-3110, Fax.: (916) 327-3661.*

This is a comprehensive trainer's manual for administrators of residential facilities for the elderly. The step-by-step presentation is clearly written and well-organized. The package contains an informative and practical trainer's guide, as well as specific training modules on Relocation Trauma and Interpersonal Skills, The Aging Brain, Drugs and the Elderly, Nutrition, Exercise, and Accessing Community Resources. Each video is 80 minutes long.

B. EMPOWERMENT

RESIDENT DECISION-MAKING IN HOMES FOR THE AGING: A TECHNICAL ASSISTANCE MANUAL. *Ann Trueblood Raper, American Association of Homes for the Aging, 1982, $US2 plus shipping and handling.* Available from: *American Association of Homes for the Aging Publications, 901 E Street, N.W., Suite 500, Washington, DC 20004-2837, U.S.A. Tel.: (202) 508-9442, Fax.: (202) 783-2255.*

This manual is appropriate for older persons, practitioners, family members and the board of directors/trustees of homes for the aged. It describes different types of resident decision-making groups; discusses factors to consider when choosing the type of group to establish in a facility; shows how to start a decision-making group; and presents costs and benefits of a resident decision-making group to administrators, boards of directors and residents.

RESIDENTIAL PARTICIPATION (Books I, II, III). *Kathryn Freytag, The Accommodation Rights Service, Inc. (TARS), 1988, Book I - 43 pp, Book II - 56 pp, Book III - 45 pp, Australian $19.95 for set.* Available from: *The Accommodation Rights Service, Inc., 5/64 Kippax Street, Surry Hills, NSW 2010, Australia, Tel.: (02) 281-3600.*

This program is designed for residents and staff of nursing homes, hostels, boarding houses and self-care units to encourage resident participation in the activities and management of the residence. Book I is a review of resident participation. Book II is the actual course which consists of a series of 12 group sessions, and the Resident Participation Resource Kit. Book III consists of resident group models and dicusses the mechanics of setting up resident groups.

Section VI
INTERGENERATIONAL PROGRAMS

CHILD CARE IN LONG TERM CARE SETTINGS. *Carol R. Hegman, The Foundation for Long Term Care, Inc., 1985, 102 pp, SUS20.* Available from: *Foundation for Long Term Care, 194 Washington Avenue, 4th Floor, Albany, NY 12210, U.S.A. Tel.: (518) 449-7873, Fax: (518) 455-8908.*

This manual is intended for long term care staff interested in creating a program which integrates the care of healthy pre-school children with the care of the very old.

CHILDREN GROWING UP: A GUIDE FOR TEACHING ELDERLY PEOPLE ABOUT CHILD DEVELOPMENT. *International Federation on Ageing, 1987, 106 pp, £3.* Available from: *Age Concern England, Astral House, 1268 London Road, London SW16 4EJ, England, Tel.: 081 679 8000 Fax: 081 679 6069.*

This is a guide to the theory and practice of child care and development for training elderly people to be caregivers in their own homes or in community centers. The training exercises are designed to give elderly people confidence in their ability to regain the satisfaction which will come from the world of work and community involvement. The guide consists of eight lesson units which can be given over a two-week period.

THE FOSTER GRANDPARENT PROGRAM: A MANUAL FOR PLANNING, IMPLEMENTING AND OPERATING THE FOSTER GRANDPARENT PROGRAM. *American Association for International Aging, Washington, DC, 1988, 54 pp, US$5.* Available from: *American Association for International Aging, 1133 20th Street, N.W., Suite 330, Washington, DC 20036-8408, U.S.A. Tel.: (202) 833-8893.*

This manual, designed for an international audience, describes the methods used to develop successful Foster Grandparent projects. The project develops volunteer service opportunities through which low-income older persons can contribute to their communities through interaction with children having special and/or exceptional needs.

LINKING LIFETIMES: A NATIONAL INTERGENERATIONAL MENTORING INITIATIVE. *N. Z. Henkin, C. Perez Randal and A. M. Rogers, Center for Intergenerational Learning, Philadelphia, 1992.* Available from: *Center for International Learning, Temple University, 1601 N. Broad Street, Su 206-USB/083, Philadelphia, PA, 19122, U.S.A. Tel.: (215) 787-7229, Fax.: (215) 787-6166.*

This manual is intended for the training of older persons to serve as volunteer mentors for at-risk children and young offenders. Eleven sites across the U.S. participated in this initiative and contributed toward the development of the manual.

MANUAL FOR DEVELOPING INTERGENERATIONAL PROGRAMS IN SCHOOLS. *S. Newman, C. Kramer, C. Lyons, R. O'Kane and E. Siegel, National School Volunteer Program, Inc., Alexandria, Virginia, 1987.* Available from: *National School Volunteer Program, Inc., 701 N. Fairfax Street, Alexandria, VA 22314, U.S.A. Tel.: (703) 836-4880, Fax: (703) 836-6941.*

This manual has been developed to guide school systems in creating successful intergenerational programs. It is intended to be used by school personnel responsible for the development and maintenance of programs, and it includes information to help school districts and communities work as partners in making effective use of the community's older residents' expertise.

A NEW ROLE FOR OLDER VOLUNTEERS: CARE AND COMPANIONSHIP FOR HIGH-RISK CHILDREN. *New York City Department for the Aging, 1990, 54 pp, US$10.* Available from: *Foster Grandparents Program, Room 202, New York City Department for the Aging, 280 Broadway, New York, NY 10007 U.S.A. Tel.: (212) 577-0371, Fax.: (212) 766-5802.*

These guidelines describe the necessary components for a successful and effective Foster Grandparent program specifically geared to the care of children who are at risk because of parental drug and alcohol abuse, neglect or abuse, infection with the AIDS virus, or who were abandoned in hospitals.

Audio-Visuals

AGEING IS LIVING. *New Zealand Department of Health, 1991, VHS/PAL, US$60 plus postage.* Available from: *Health Education Services, Department of Health, P.O. Box 5013, Wellington, New Zealand.*

This program consists of a video, teacher's guide and additional printed resource material. It is geared to secondary school students, and promotes a balanced view of aging. Resource A is appropriate for 13- to 14- year-olds and is entitled Who is an Older Person? Resource B is for 15- to 17- year-olds and is entitled Ageism is a Form of Prejudice. The video gives a positive look at basic issues of aging relevant to most western societies. Discussion questions focus on the video, emphasizing intergenerational contact, recreation and sport, older people in care, importance of older people in society, and expectations of older persons.

THE BEST OF YOU . . . THE BEST OF ME. *Pennsylvania Department of Aging, The Bureau of Policy, Planning and Research, Education and Training Unit, color, 3/4" U-Matic video cassette (Identification Number for access is #A16C), also available in 1/2" VHS/NTSC video cassette format, 28 minutes, rental cost US$6.50.* Available from: *The Pennsylvania State University, Audio-Visual Services, Special Services Building, University Park, PA 16802, U.S.A. Tel.: (814) 865-6314, FAX: (814) 863-2574.*

This video highlights intergenerational programming in Pennsylvania. It is motivational in nature and action-oriented in design and it promotes the development and replication of existing intergenerational programs. It is highly recommended for aging practitioners, educators, community, civic, social, business and religious organizations, and older persons. (In 1986, it was awarded "Honorable Mention" by the Retirement Research Foundation National Media Awards.)

INTERGENERATIONAL ACTIVITIES PROGRAM TRAINING VIDEO AND HANDBOOK. *Winifred McDuffie and Judith Whiteman, Intergenerational Program Resources, 1989, 129 pp, US$160 for VHS/NTSC videotape, US$27.50 for handbook, US$175 for both.* Available from: *Broome County Child Development Council, Intergenerational Program Resources, P.O. Box 880, Binghamton, NY 13902-0880, U.S.A. Tel: (607) 723-8313, FAX: (607) 723-6173.*

The videotape shows how to set up an intergenerational program. The handbook contains essays by over 30 professionals in the field with directions for conducting intergenerational activities in a variety of settings.

UNCLAIMED TREASURES. *Alberta Council on Aging, Video VHS/NTSC, color, 15 minutes, rental Canadian $25.* Available from: *Alberta Council on Aging, Film Coordinator, Suite 501, 10506 Jasper Avenue, Edmonton, Alberta T5J 2W9, Canada, Tel: (418) 423-7781.*

This video was designed to help an organization or agency launch a Volunteer Grandparents Program. It was produced by the Volunteer Grandparents Society of British Columbia, Canada. Supplementary background material is provided.

RESOURCES

Organizational

Generations Together. *Generations Together, University of Pittsburgh, Suite 300, 121 University Place, Pittsburgh, PA 15260-5907, U.S.A. Tel.: (412) 648-7150, Fax: (412) 624-4810.*

Generations Together is a unit of the University of Pittsburgh's Center for Social and Urban Research dedicated to creating intergenerational experiences that bring the young and the elderly together to promote mutual growth and understanding.
Generations Together:

—develops programs as models for replication,

—studies the effects of intergenerational programs through research and evaluation,

—helps agencies to develop their own programs, and

—publishes and disseminates information.

Building Bridges Program. *Building Bridges Program, Alliance for Better Nursing Home Care, 1213 Elmwood Avenue, Providence, RI 02907, U.S.A., Tel.: (401) 785-3340, Fax: (401) 785-3391.*

The Building Bridges Program, operated by the Alliance for Better Nursing Home Care, is a resource for curriculum development for intergenerational interaction in a long-term care setting.

Section VII
VOLUNTARISM

ACCREDITED VISITORS SERVICE FOR REST HOME RESIDENTS—REGIONAL COORDINATOR'S HANDBOOK. *Age Concern New Zealand, 1989, 40 pp, NZ$ 25.* Available from: *Project Coordinator, Age Concern New Zealand, Box 1930, Wellington, New Zealand, Tel: 4-712709, FAX: 011-644-473-2504.*

This is a practical handbook for coordinators responsible for the recruitment, selection, training and ongoing support of volunteers who visit lonely people in rest homes. The manual includes a handbook for the volunteers as well. This program has already been adapted for use in Australia.

DEVELOPING YOUR VOLUNTEER PROGRAM IN AGING. *J.E. Wyche, J.E. and A.C. Frey (Eds.), Lansing, MI, Michigan Office of Services to the Aging, 1976, free of charge.* Available from: *Michigan Office of Services to the Aging, P.O. Box 30026, Lansing, MI 48909, U.S.A. Tel.: (517) 373-8230.*

This program includes a series of three manuals. No. 1, Laying the Groundwork, includes the essentials for volunteer program development at an administrative level. No. 2, Training Design, is intended for the volunteer coordinator and includes guidelines for designing, implementing, and evaluating a volunteer program. It also lists training techniques and activities. No. 3, Resource Material, includes descriptions of and materials from a variety of volunteer programs in the US. Also included are sample forms and training materials from these programs.

LEADERSHIP ENHANCEMENT FOR THE ACTIVE RETIRED: A COMMUNITY LEADERSHIP TRAINING MANUAL. *Edited by C.M. Schultz and P. Olson, Center on Rural Elderly, 1991, 205 pp, US$22.* Available from: *Publications Director, Center on Rural Elderly, 5245 Rockhill Road, Kansas City, MO 64110, U.S.A. Tel.: (816) 235-2180.*

Leadership Enhancement for the Active Retired is an innovative leadership program for the older adult who is retired but still willing to share his/her time and talent to benefit the community. The program formats and accompanying suggestions are designed to match the resources available in smaller communities. The manual is divided into three parts: Part I consists of three chapters that describe how to go about setting up a program in a community; Part II consists of a series of model lectures that cover the major topics contained in the program; and Part III is an appendix consisting of designated readings, overhead masters and other materials to facilitate the program.

PROJECT OASIS. *Texas A&M University, Texas Agricultural Extension Service, Retired Senior Volunteer Program, 1987, 128 pp, US$65.* Available from: *Judith L. Warren, Texas Agricultural Extension Service, Texas A&M University, 205C Special Services Bldg., College Station, TX 77843-2251, U.S.A. Tel.: (409) 845-1146, Fax: (409) 845-6496.*

This manual provides the components of the training program Project Oasis. This program trains and supervises older, highly literate volunteers as paraprofessional mental health workers in nursing homes. OASIS volunteers learn basic counseling skills and become familiar with the problems that are particular to nursing home residents. They learn to identify the different emotional needs of residents and to be effective in helping residents meet these needs. The program provides ongoing volunteer support as well as initial training.

RANDOLPH COUNTY TELEPHONE REASSURANCE PROGRAM. *Randolph County, Missouri, 1989, $US5.* Available from: *University Extension – Northeastern Region, 2051 N. Morley, Moberly, MO 65270, U.S.A. Tel.: (816) 263-3534.*

This is a program to put a volunteer caller in routine contact with a home-bound elderly or incapacitated person to check on his/her wellbeing. The primary goal is to help satisfy the desire of older people to live independently by eliminating some of the danger of living alone. If the volunteer is unable to contact an assigned client, an emergency plan goes into effect. For successful implementation, a central organization must be willing to commit to coordinating the program from a central point, e.g., a hospital social work department.

STAR: SENIOR TALENTS AND ABILITIES MANUAL. *Alberta Council on Aging, 1990, 60 pp, Canadian $8.* Available from: *Alberta Council on Aging, Suite 501, 10506 Jasper Avenue, Edmonton, Alberta T5J 2W9, Canada. Tel.: (403) 423-7781, Fax: (403) 425-9246.*

Local Senior Talent and Abilities Registries (STAR) are based on the concept that senior volunteers can remain active in their communities by helping other seniors through providing services such as home repair and maintenance, transportation, home visitation and telephone help lines. In exchange for their experience, volunteers make new friends, explore new interests and practice new skills. This manual outlines the various steps in starting up such a program.

SUCCEEDING WITH VOLUNTEER TRANSPORTATION. *Heritage Arts, 1990, 88 pp, US$9.95 plus postage.* Available from: *Heritage Arts, 1807 Prairie Avenue, Downers Grove, IL 60515, U.S.A. Tel.: (708) 964-1194, Fax: (708) 964-0841.*

This is a concise manual for novice or experienced volunteer transportation managers. Methods and suggestions apply to rural and urban environments, to small community-run operations, and to large agency-operated programs. The Appendix describes eight successful volunteer transportation programs and contains useful forms, reference materials and essential documents.

TO SERVE, NOT TO BE SERVED. *American Association of Retired Persons, 1986, US$11.50 per package of 50.* Available from: *AARP, Special Projects Section, 601 E Street, N.W., Washington, DC 20049, U.S.A. Tel.: (202) 434-2277.*

This is a guide for older persons about volunteering, how to find volunteer work, and what organizations expect of volunteers. It also lists volunteer opportunities offered by AARP.

TRAINING VOLUNTEER NEIGHBORHOOD COUNSELORS. *A.M. Johnson and P. Burke, Raleigh, NC North Carolina Division for Aging, 1977, 95 pp, US$10 plus $2 shipping costs.* Available from: *Durham County Coordinating Council for Senior Citizens, 807 South Duke Street, Durham, NC 27701, U.S.A. Tel.: (919) 688-8247, Fax: (919) 683-3406.*

A training manual prepared by the Coordinating Council for Senior Citizens. Designed to facilitate the identification and training of older adult volunteers as neighborhood counselors so that the local information network about services and programs for the elderly is extended. Includes 30 sessions, each complete with content, guidelines for approximately 150 hours of instruction, and materials needed.

Audio-Visuals

FINDING OUR WAY. *Center for Improving Mountain Living, 1984, US$15 rental of any format, $70 for purchase of VHS/NTSC video.* Available from: *Western Carolina University, Media Department; Hunter Library, Cullowhee, NC 28723, U.S.A. Tel.: (704) 227-7341, Fax: (704) 227-7378.*

Thirteen-minute videotape production based on 1984 study by Center for Improving Mountain Living, West Carolina University. It presents strategies for recruiting, training, and retaining volunteers. The study collected information about eight programs in six west North Carolina counties - four home visitation programs, two home delivered meals programs, a transportation, program and a volunteer program at a senior center.

Section VIII
RELIGION

THE GRIEF SUPPORT TRAINING MANUAL FOR CLERGY AND LEADERS IN CONGREGATIONS. *American Association of Retired Persons, 1989, free of charge.* Available from: *AARP, Program Resources Dept., P.O. Box 51040, Station R, Washington, DC 20091, U.S.A. Please indicate stock number D13643 for manual and D13543 for organizer's guide.*

This training packet contains an organizer's guide, a training manual providing guidance for the trainer, reproducible handouts, a bibliography of free publications and audiovisuals, and a recommended reading list. The nine-hour training program is adaptable to ecumenical and non-denominational groups.

A STATEWIDE TRAINING MODEL FOR A CONTINUING EDUCATION CERTIFICATE IN GERONTOLOGY IN RELIGION AND AGING. *B. Thompson and B. Payne, Atlanta, Georgia, Georgia State University, 1989, US$15.95.* Available from: *Gerontology Center, Georgia State University, Atlanta, GA 30303, U.S.A. Tel.: (404) 651-2692, FAX: (404) 651-1235.*

This manual provides a detailed summary of a program for training clergy, lay volunteers, and agency staff in gerontology and community collaboration methods. This unique program emphasizes the importance of upgrading clergy's education on aging and educating staff working with older adults about religious congregations and their resources. Valuable opportunities for enhancing the quality of life in old age arise in congregations, which attract widespread membership among older persons.

The curriculum guide outlines a model of continuing education which is innovative in its theme, target groups, action orientation, and follow-up activities. In addition to the formal description of the program in terms of intent, methods, evaluation, and implications, actual materials are provided in appendices regarding the many stages of planning, implementing, and evaluating the program.

Section IX
EMPLOYMENT

TRAINING FOR OLDER PEOPLE, A HANDBOOK. *P.C. Plett and B.T. Lester, International Labor Office, 1991, 217 pp., 25 Swiss francs.* Available from: *ILO Publications, International Labor Office, CH-1211 Geneva 22, Switzerland.*

This book is intended for trainers and training institutions of all kinds concerned with training of older workers or older people in general. Although most of the material is directed towards training older people for the labor market, the authors are looking at training in a broader context of education for self-fulfillment, achieving one's potential and maintaining an active life in society.

RESOURCE

Organizational

NOWIS. *American Association of Retired Persons, Work Force Programs Department, 601 E Street, NW, Washington, DC 20049, U.S.A. Tel.: (202) 434-2065.*

The American Association of Retired Persons' Work Force Programs Department operates NOWIS, the nation's first computerized database of over 150 businesses across the U.S. that have implemented innovative programs and policies for older workers.

Section X
RETIREMENT PLANNING

COMFORT ZONES. *E.N. Chapman, Crisp Publications, Inc., 1990 (second edition), US$435 for Leader's Guide, VHS/NTSC Video Program and Personal Activity Guide (additional materials are also available).* Available from: *Crisp Publications, Inc., Department WPG, 95 First Street, Los Altos, CA 94022, U.S.A. Tel: (415) 949-4888, Fax: (415) 949-1610.*

Planning Book—covers life issues as well as financial planning. Major sections: Taking Charge, Utilizing Your Time, Wellness and Mental Health, Support Systems, Financial Management and Personal Fulfillment. Leader's Guide—Step-by-step outline for planning formal workshops. Contains pre-tests, handouts, and timed activities. Personal Activity Guide—workbook containing self-study activities, pre-tests, checklists, worksheets, suggestions and a glossary. Video - overview of time planning, wellness, environment, and money.

RETIREMENT PLANNING PROGRAM. *National Council on Aging, 1988, includes VHS/NTSC videos.* Available from: *Director of Corporate Programs, The National Council of the Aging, Inc., 409 Third Street, S.W., Washington, DC 20024, U.S.A. Phone: (202) 479-1200.*

This program is offered for groups of employees over two or three days, though it lends itself to other arrangements. Employees are provided with a manual to guide their participation. Spouses are encouraged to attend and are provided with a special set of materials. A Leader's Manual and a Presentation Kit of audiovisual materials are provided so that outside experts are not necessary for program success.

THINK OF YOUR FUTURE. *American Association of Retired Persons, 1989, Planning Presentation Kit, US$150.* Available from: *Work Force Programs Department, AARP, 601 E Street, N.W., Washington, D.C. 20049, U.S.A. Tel: (202) 662-4958.*

AARP's Retirement Planning Program helps people make informed choices on issues of health, changing roles, time usage, financial planning, investments, legal issues and continuing work in retirement. AARP produces a whole array of materials for retirement planning. Using the Think of Your Future workbook and other AARP publications, employees can plan individually or in a group.

RESOURCES

Organizational

AUTHORITY FOR PENSIONERS AND THE AGED. National Insurance Bldg., 13 Weizmann Avenue, 91 909, Jerusalem, Israel.

The Authority has developed and produced a range of materials and programs used by employers to prepare retiring workers and by gerontologists and other professionals who organize preparation-for-retirement courses. Materials are in Hebrew. A film has

also been produced, The Day We Stop Going to Work. There are plans to add English subtitles in the near future.

INTERNATIONAL SOCIETY OF PRE-RETIREMENT PLANNERS. *Contact: Claire B. Corbett, Harvard University, Center for Training and Development, Memorial Hall, Cambridge, MA 02138.*

NORWEGIAN JOINT COMMITTEE ON PREPARATION FOR RETIREMENT. *Oscarsgate 36, Oslo 2, Norway.*

The Joint Committee works with companies/businesses to offer courses for employees; produce booklets and publications on various topics relevant to older workers and retirees; and produce a series of video films/courses on preparation for retirement. Materials all in Norwegian.

THE PRE-RETIREMENT ASSOCIATION OF GREAT BRITAIN AND NORTHERN IRELAND. *19 Undine Street, London SW17 8PP. Tel: 44 81 767 3225.*

This nationally-based organization is concerned with promoting awareness of the needs of people preparing for retirement. The PRA organizes courses, seminars and conferences to support professionals working in pre-retirement preparation. It also provides advice and help to employers, educators and voluntary bodies. A national resource center holding pre-retirement material is based at Surrey University and publishes a newsletter. Courses are organized for people planning their own future and looking ahead to retirement.

Section XI
WOMEN

(See also HEALTH, Women's Health, for training in older women's health)

OLDER WOMEN; SURVIVING AND THRIVING: A MANUAL FOR GROUP LEADERS. *Ruth Harriet Jacobs, Family Service America, 1987, 130 pp, US$21. Published under sponsorship of the Gerontology Institute of the University of Mass. College of Public and Community Service, Boston, Mass.* Available from: *Family Service America, 11700 W. Lake Park Drive, Milwaukee, WI 53224, U.S.A. Tel.: (414) 359-1040, Fax: (414) 359-1074.*

This manual is designed for professionals and non-professionals. It is for any person who wants to gather a group of older women to look collectively at strategies for maximizing their strengths and resources in a society that is often not very cordial to older women. The exercises are aimed at releasing older women from ageism and self-denigration, raising their self-esteem, increasing awareness of competence and capacities, and facing the adjustments and role changes that occur in later years.

Audio-Visuals

FACING OUR FUTURE. *National Council on Aging. Participant's Manual has 140 pages of worksheets, activities, charts, and resource information. Leader's kit US$60, Participant's Manual $10.* Available from: *NCOA Publications, Dept. 5087, Washington, DC 20061-5087. Tel.: (202) 479-6957, Fax: (202) 479-0735.*

An education-for-aging workshop program especially for women who work at home or in offices, factories, hospitals, and stores. Designed for use in groups of 10-20 women. Leader's kit includes: A leader's manual with step-by-step instructions for implementing each of the six sessions; a Guide for Sponsoring Organizations, which describes how to set up, publicize and recruit for the program; and audio tape cassettes (VHS/NTSC) to spark discussion among participants.

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